

City of Coquitlam

Request for Proposals

RFP No. 24-087

Contractor Mundy Park Pool
Concession Interior Fit-out

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Appendix G - Fraser - Health approved floor plan

[PROPOSAL SUBMISSION FORM](#)

KEY DATES

RFP Issue Date	Tuesday, October 8, 2024
Mandatory Site Visit: Date Time and Location	Date: Wednesday, October 16, 2024 Time: 10:00 AM LOCATION: Mundy Park Pool 655 Hillcrest St, Coquitlam Active construction site. Full personal protective equipment (PPE) is mandatory. No entry will be permitted without complete PPE.
Deadline for Questions	2:00 PM (local time) Monday, October 21, 2024
Deadline for Issuing Addenda	Thursday, October 24, 2024
Submission Deadline	2:00 PM (local time) Tuesday, October 29, 2024

SUMMARY OF KEY INFORMATION

RFP Reference	RFP No. 24-087 Contractor Mundy Park Pool Concession Interior Fit-out
Overview of the Opportunity	The City requests Proposals from experienced qualified firms to provide services for the Contractor Mundy Park Pool Concession Interior Fit-out .
Instructions for Proposal Submission	Proposal submissions are to be returned in Microsoft Word and any other supporting documents 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 and "Send Files" (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.
Questions	Send questions to: bid@coquitlam.ca referencing the RFP name and number.
Instructions to Proponents	The guidelines for participation that will apply to this RFP are posted on the City's website: Instructions to Proponents
Withdrawal of Submission	Proposals may be withdrawn by written notice only, made by an authorized representative of the Proponent sent to email: bid@coquitlam.ca prior to the Closing Date and Time.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.

“Contractor” means the person(s) firm(s) or corporation(s) appointed by the City to carry out all duties, obligations, work and services described in the Request for Proposal and all associated documentation, which may also include mutually agreed revisions subsequent to submission of a Proposal. Both “Contractor” and “Proponent” are complementary in terms of duties, obligations and responsibilities contemplated at the Request for Proposals stage, through evaluation process, execution and performance of the services and works.

“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;

“Site” means the place or places where the Services are to be performed

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

1 INSTRUCTIONS TO PROPONENTS

1.1 Acknowledgement

The City acknowledges with gratitude and respect that the name Coquitlam was derived from the hə́hə́míhə́h (HUN-kuh-MEE-num) word kwíkʷə́lə́m (kwee-KWET-lum) meaning “Red Fish Up the River”. The City is honoured to be located on the kwíkʷə́lə́m traditional and ancestral lands, including those parts that were historically shared with the kícə́y (kat-zee), and other Coast Salish Peoples.

1.2 Purpose

The City requests Proposals from experienced qualified firms to provide services for the **Contractor Mundy Park Pool Concession Interior Fit-out**.

1.3 Proposal Submission

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

1.4 Instructions to Proponents

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

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

- a) Proponents are responsible to inspect the existing site(s) and shall fully understand the difficulties and restrictions for execution of the work under this Contract. Interpretations by the Proponent of the meaning of any section of the Contract drawings and specifications herein prior to submitting a price for the Work shall not remove the responsibility of completing the Work as per the directions of the City, including all costs associated with that Work, should the Proponent’s interpretation be incorrect.
- b) Prior to submitting a price for the Work, the Proponent must seek clarification from the City for any items within the drawings and specifications that may appear to be unclear or conflicting.
- c) Prior to bidding, Proponents should visit, inspect, and familiarize themselves with the site(s) and of everything and of every condition potentially affecting the works to be executed, so that the execution of the Contract by the successful Proponent is founded and based upon the Proponent's own examination, information, and judgment. Failure to visit the site(s) prior to the Proposal Closing Date will in no way relieve the successful Proponent from the necessity of furnishing any material or performing any work that may be required to complete the work in accordance with the conditions and specifications without additional cost to the City.

- d) It shall be the responsibility of the Proponent, by personal inspection of the site(s) of the works, examination of the Contract documents, calculations, tests, and by requesting any required clarifications from the City, to become satisfied with respect to the quantities, quality, and practicability of the work. The Proponent must be aware that any information from the City was and is approximate and speculative only and cannot in any manner be warranted or guaranteed. If the Proponent fails to make a proper investigation and examination of the site(s) and the work they shall signify by entering into the Contract that they are willing to assume all risk of the work proving more onerous than was contemplated and/or assumed when the Contract was signed. A complete set of RFP and Contract documents will include:
- i. Request for Proposals Documents
 - ii. Proposal Submission Form
 - iii. Appendix A – Architectural Drawings (including sheet specifications)
 - iv. Appendix B – Mechanical Drawings
 - v. Appendix C – Electrical Drawings
 - vi. Appendix D – Stainless Steel Kitchen Design Drawings
 - vii. Appendix E – List of Equipment
 - viii. Appendix F – City of Coquitlam Supplementary General Conditions to CCDC-2 Contract
 - ix. Appendix G - Fraser - Health approved floor plan
 - x. Addendums as issued
- e) Figure dimensions of a drawing shall take precedence over measurements scaled from the drawing and large-scale drawings take precedence over those of a smaller scale. Supplementary drawings and specifications supersede their antecedents. Addenda drawings take precedent over all drawings. Addenda specifications take precedent over all specifications. In case of conflict between figured dimensions on a drawing and the dimensions of a specified product, the dimensions of the specified product will govern. The drawings and specifications complement each other and anything called for by one will be as binding as if called for by both.
- f) All information requested for the Proposal is to be completed by the Proponent on the supplied forms only and shall be based upon the whole of the specifications and Contract documents, without reservation. A Proposal that does not include all of the above sections, completed as specified herein, may be rejected.
- g) The selected Proposal shall supply all materials, equipment, installation, commissioning, and construction necessary for the successful starting and completion of the project in accordance with the drawings and specifications herein. It shall be the responsibility of the Proponent to include in the submitted Proposal amount sufficient amounts to cover the cost of the work and materials required to complete the Work but not specifically noted in the drawings and/or

specifications. It is assumed that all taxes, duties and levies have been included in the Proposal amount.

- h) Complete sub-contracting of works will not be approved; however, segments of work involving special skills may be sub-contracted.
- i) The Proponent must indicate the names of the Proponent's senior staff for the project, specifically identifying the project superintendent, and the names of the major sub-Contractors and the work they will be performing.
- j) The Proponent must carefully examine the Proposal Documents and worksite(s). The Proponent may not claim, after the submission of a Proposal, that there was any misunderstanding with respect to the requirements and conditions imposed by the City.
- k) There will be no opportunity to make any additional claim for compensation or invoice for additional charges that were not considered and included in the Proposal price submitted, unless the City, at its sole discretion, deems that it would be unreasonable to do so, or there are additional work requirements due to unforeseen circumstances.
- l) All information in this RFP Document, Drawings, Specifications, Site Visit and Investigation, and any resulting Addenda will be incorporated into any Contract between the City and the successful Proponent, and therefore must be considered by the Proponent in preparing their Proposal.

1.5 Prices

All Prices shall be all inclusive in Lump Sum Form (Canadian Funds) exclude GST and shall remain **FIRM** for the completion of the Services.

1.6 Requested Departures

The Proponent acknowledges that the departures requested in the Proposal Submission Form will not form part of the Contract unless and until the City specifically consents in writing to any of them. The City may not consider any departures not stated in the Proponent's Proposal Submission.

1.7 Evaluation Criteria

Mandatory Criteria (Pass/Fail)

- Consent of Surety submitted with Proposal to confirm Proponent's ability to obtain bonding as required

Proponents who Pass the Mandatory Criteria will then be evaluated as follows:

The City uses Microsoft Word to aid the transfer of Proponents information to an evaluation document. Proposal Submission Form responses should provide direct answers or a concise summary of attachments. If attachments are required, ensure to provide a summary for each question then direct the City to the appropriate section within the attachments.

Lower scores may be recorded if Proposal Submission Forms are:

- Not in Microsoft Word
- Only answering questions with "see section x in attached document".

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

Proposal Evaluation Summary	Maximum Points to be Awarded
Corporate	30
Sustainable Benefits and Social Responsibility	10
Technical	30
Financial	30
Total	100

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

Corporate Experience, Reputation, Capacity and Resources

- Business and technical reputation and capabilities; experience, financial stability, capacity and resources
- Value added benefits
- References
- Sub-Contractors
- Key Personnel on project team, qualifications and experience
- Health and Safety

Sustainable Benefits and Social Responsibility

- Sustainable benefits
- Reconciliation
- Social Responsibility

Technical

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

Financial

- Price
- Labour Rates and Equipment Rates

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

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

- References may be contacted
- Interviews may be conducted

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

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

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

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

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

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

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

1.8 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) [Prime Contractor Designation Form](#) and be responsible for all the work at the site in accordance with WCB regulations
- c) Be registered and provide WorkSafeBC clearance
- 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) A City of Coquitlam or Tri Cities Intermunicipal [Business License](#)
- f) 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 BID PRICE;**

ii. A LABOUR & MATERIALS PAYMENT BOND IN THE AMOUNT OF 50% OF THE BID PRICE.

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

1.9 Bidders List

The City does not retain a list of interested Contractors (“Bidders List”). Interested Contractors are encouraged to register as plan takers and may view the RFP Documents and Drawings by contacting the Vancouver Regional Construction Association (“VRCA”), website : www.vrca.ca , ph: 604- 294-3766 or email: info@vrca.ca quoting the Coquitlam RFP Reference Number.

2 GENERAL CONDITIONS OF CONTRACT

2.1 Terms and Conditions of Contract

The City's [Standard Terms and Conditions - Purchase of Goods and Services](#), as published on the City's website, the Conditions listed below, 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 **Appendix C - City's Supplementary General Conditions to the CCDC 2 – 2008** and City Purchase Order that will be issued to formalize with the successful Proponent, the totality of which will constitute the Contract.

PROJECT SPECIFIC TERMS AND CONDITIONS

2.2 Regulations

The Contractor to 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 Regulatory and Compliance Requirements

Contractor is to comply with the latest British Columbia Building Code, and Canadian Electrical Code, including all provincial and other amendments, and local by-laws. When multiple codes and/or regulations apply, follow the most stringent provision:

- Canadian Standards Association (CSA)
- Canadian Electrical Code (CE)
- Worker's Compensation Act;

3 SCOPE OF SERVICES

3.1 Scope of Work

Tenant fit-out for the existing concession shell space at Mundy Park Pool. The concession is designed to provide food and beverage services to pool visitors, ensuring efficient operations, compliance with health and safety standards, and durability in high-traffic public areas..

The Scope of Work includes, but is not limited to, the following and must be completed in accordance with the provided drawings and specifications:

- Supply and installation of new flooring, including wall base
- Gypsum wallboard (GWB) assemblies
- Fire-stopping
- Painting
- Millwork
- Miscellaneous metalwork
- Electrical and mechanical systems, including HVAC and plumbing

a. Site Preparation

- Prepare the area for construction.
- Ensure proper protection of surrounding areas, including the pool, landscaping, and public walkways, during construction activities.

b. Construction of the Concession Facility

- Structure & Framing: Erect the structural framework, ensuring compliance with local building codes.

c. Interior Work

- Electrical Systems: Install electrical wiring and outlets as per code requirements, including lighting, and appliances.
- Plumbing: Install water and drainage systems for sinks, beverage stations.
- HVAC and Ventilation: Install necessary heating, ventilation, and cooling systems for food safety and comfort.
- Flooring: Apply slip-resistant, durable flooring that meets health code requirements for food service operations.
- Install drywall walls and ceilings: Finish walls and ceilings with materials that are easy to clean and maintain in a food service environment.
- Equipment Installation.
- Provide counters, sinks, and storage areas.
- Install lighting

d. Compliance with Health and Safety Standards

- The Contractor is required to ensure full compliance with all applicable health and safety regulations throughout the project. This includes, but is not limited to, the following:

- **WorkSafeBC Requirements:** Adhere to all WorkSafeBC regulations, including providing proper personal protective equipment (PPE) for workers, maintaining a safe worksite, and ensuring all workers are trained in safety protocols.
 - **Health Code Compliance:** All construction and installations, particularly in areas related to food preparation and service, must meet the requirements set by Fraser Health and other relevant health authorities. Materials used for surfaces, flooring, and walls must be easy to clean, non-absorbent, and suitable for food service environments.
 - **Construction Safety:** Implement measures to protect the public, pool patrons, and workers during construction activities. This includes securing the construction area, using appropriate barriers, and providing signage for public safety. The Contractor must develop and submit a safety plan for review prior to site mobilization.
 - **Fire Safety:** Ensure that fire-stopping measures and materials comply with building codes and fire safety regulations. Conduct proper installation of all fire-stopping elements as specified in the project drawings.
 - **Sanitation and Hygiene:** The staging plan for portable toilets must include regular servicing to maintain hygiene standards. Handwashing stations must also be available for workers to promote good hygiene practices.
 - **Inspections:** Schedule and coordinate all necessary health and safety inspections, including final inspections with Fraser Health. Submit documentation of compliance to the City before final project handover.
- Failure to comply with these standards may result in work stoppages or delays until compliance is achieved. The Contractor is responsible for ensuring that all health and safety requirements are met throughout the project's duration.
 - All work must adhere strictly to the drawings and specifications provided, ensuring compliance with relevant building codes and standards. For further details, refer to:
 - **Appendix A – Architectural Drawings (including sheet specifications)**
 - **Appendix B – Mechanical Drawings**
 - **Appendix C – Electrical Drawings**
 - **Appendix D – Stainless Steel Kitchen Design Drawings**

Appendix E – List of Equipment
**Appendix F – City of Coquitlam Supplementary General
Conditions to CCDC-2 Contract**
Appendix G - Fraser - Health approved floor plan

3.2 Signage

- Allowance: \$10,000 cash allowance for signage.
- Construction Signage: Contractor to provide construction signage for public safety when/where required.

3.3 Sanitary Facilities

To be provided and maintained by the Contractor. Use of base building washroom facilities are not allowed.

3.4 Construction Timeline

The concession is to be in operation by the pool's spring operation season in April 2025.

Contractor must meet the following key dates:

- Site Mobilization by: November 22, 2024
- Substantial Completion by: March 7, 2025
- Occupancy by: March 21, 2025

Contractor to provide a Construction Schedule as part of RFP submission. Contractor to provide updated schedule in advance of every Owner-Architect-Consultant (OAC) meeting.

3.5 Shop drawings Log and Lead-Time

a) Proposal Phase:

The Proponent to submit a detailed submittal schedule listing all required shop drawings and their associated procurement lead-times.

b) Construction Phase:

At each Owner-Architect-Contractor (OAC) meeting, the Contractor will present an updated submittal tracking log showing the current status of all shop drawings.

3.6 Permits

- The City of Coquitlam Building Permit has been applied for by the owner. The Contractor is responsible for closing the permit and coordinating required inspections.
- Mechanical and electrical (M&E) permits are to be applied for by the M&E Contractor.
- The health construction permit application for the Mundy Park Pool Concession TI has been submitted, and a copy of the stamped floor plans is included in the

RFP for reference. Upon completion of construction, a health inspection must be scheduled prior to opening, and permit fees paid.

Lynda Quan, CPHI(C), B. Tech.

Environmental Health Officer

Fraser Health Authority

Health Protection

#300 – 205 Newport Drive

Port Moody, BC V3H 5C9

Tel: (604) 949-7722

Fax: (604) 949-7706

Email: Lynda.Quan@fraserhealth.ca

3.7 Hours of Work

Unless otherwise specified 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.

3.8 Staging Area

The Contractor is to keep all materials and equipment within the concession area. Using the facility and/or parking lot(s) as storage or staging areas is not allowed. Additionally, the Contractor must submit a staging plan for the placement and maintenance of portable toilets to ensure sanitary facilities are available and properly managed throughout construction activities.

3.9 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.



City of Coquitlam

PROPOSAL SUBMISSION FORM

RFP No. 24-087

Contractor Mundy Park Pool Concession Interior Fit-out

Proposals will be received as per the date and time specified in the Key Dates Section of the RFP

INSTRUCTIONS FOR PROPOSAL SUBMISSION

Proposal submissions are to be returned in Microsoft Word and any other supporting documents 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 and “Send Files”

(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.

Legal Name of Proponent	
Contact Person and Title	
Business Address	
Telephone	
Email Address	

1. DEPARTURES AND AWARD

a) CONTRACT - I/We have reviewed the City's [Standard Terms and Conditions - Purchase of Goods and Services](#) and would be prepared to enter into in an agreement that incorporates the City's Standard Terms and Conditions, amended by the following departures (list, if any):

Section	Requested Departure(s) / Alternative(s)

b) SERVICES - I/We have reviewed the Scope of Services as described in this RFP and are prepared to meet those requirements, amended by the following departures and additions (list, if any):

Requirements - Requested Departure(s) / Alternate(s) / Addition(s)

c) AWARD - For eligibility of award, the City requires the successful Proponent to complete and have the following in place before providing the Goods and Services. **These items (except Surety) are not required as part of this Proposal but may be required prior to entering into an agreement with the City.**

i. WCB - WorkSafe BC coverage in goodstanding and further, if an "Owner Operator" is involved, personal operator protection (P.O.P.) will be provided:	WCB Registration Number:
ii. Prime Contractor - Acceptance of Prime Contractor Designation for the Services: Prime Contractor Designation Form	Qualified Coordinator: Contact Number:
iii. Insurance – Provide Insurance coverage as per the City's Standard Insurance Form	
iv. Vendor Info - Complete and return the City's Vendor Profile and Electronic Funds Transfer Application.	
v. Business License - A City of Coquitlam or Tri Cities Intermunicipal Business License	
vi. Contract – Acceptance of the City Contract using the CCDC 2-2008 document as supplemented by the City's Supplementary Conditions to CCDC 2 - 2008	

As of the date of this Proposal, we advise that we have the ability to meet all of the above requirements except as follows (list, if any):

2. MANDATORY REQUIREMENTS

Proponents MUST provide the following Mandatory Requirements for their Proposals to be evaluated:

a) Consent of Surety

Proponent MUST attach the a copy of the original Consent of Surety to 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.

Consent of Surety attached.

3.

4. CORPORATE

a) CAPABILITIES, CAPACITY AND RESOURCES - Proponents to provide information on the following (use the spaces provided and/or attach additional pages, if necessary):

i. Structure of the Proponent, background, how many years they have been in business and organizational history (e.g. mission, vision, corporate directions, years in business, etc.):

--

ii. Proponent is to state relevant experience and qualifications as to the Services requested in the RFP:

--

iii. Proponent is to state any value added benefits and activities they can provide in delivering the Services. Provide details:

--

iv. Proponent is to describe their capabilities, resources and capacities, as relevant to the Services requested in the RFP: This includes their capacity to take on this project in regards to other work the Proponent may have ongoing:

--

b) REFERENCES – Proponent shall be competent and capable of performing the Services requested and successfully delivered service contracts of similar size, scope and complexity. The City reserves the right to contact any person(s), agency(ies) or firm(s) not listed as part of an independent review (use the spaces provided and/or attach additional pages, if

Reference No. 1	
Description of Contract	
Size and Scope	
Work Performed	
Start Date	
End Date	
Contract Value	
Project completed on budget	
Project completed on schedule	
Reference Information	Company
	Contact Name:
	Phone Number and Email:

Reference No. 2	
Description of Contract	
Size and Scope	
Work Performed	
Start Date	
End Date	
Contract Value	
Project completed on budget	
Project completed on schedule	
Reference Information	Company:
	Contact Name:
	Phone Number and Email:

Reference No. 3	
Description of Contract	
Size and Scope	
Work Performed	
Start Date	
End Date	
Contract Value	
Project completed on budget	
Project completed on schedule	
Reference Information	Company:
	Contact Name:
	Phone Number and Email:

c) KEY PERSONNEL – Proponent proposes the following key personnel for the Services stated in the RFP. No changes, additions or deletions are to be made to these Key Personnel without the City’s written approval. (use the spaces provided and/or attach additional pages, if necessary)

LINE ITEM	NAME	TITLE/POSITION	EXPERIENCE AND QUALIFICATIONS	YEARS WITH YOUR ORGANIZATION
i.				
ii.				
iii.				
iv.				
v.				

d) 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:

Sub-Contractor No. 1	
Legal Name	
Trade/Services Performed	
Background and Experience	
Contact Information	Name:
	Phone Number:
	Email Address:

Sub-Contractor No. 2	
Legal Name	
Trade/Services Performed	
Background and Experience	
Contact Information	Name:
	Phone Number:
	Email Address:

e) HEALTH AND SAFETY

I. Proponent to attach current Work Safe BC Employer Report	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
If no, explain:	

II. Confirm the Proponent has a written safety program in place that meets the requirements of WorkSafeBC?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
III. Is your company COR (Certificate of Recognition) certified with respect to WorkSafeBC?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
IV. We are registered with one or more of these Safety Management System/Program: OHSAS 18001, CAN/CSA Z1000, ANSI Z10 or other. Please specify:	

5. SUSTAINABLE BENEFITS AND SOCIAL RESPONSIBILITY

a) Describe all initiatives, policies, programs and product choices that illustrate your firm's efforts towards sustainable practices and environment responsibility in providing the services that would benefit the City
b) What policies does your organization have for hiring apprentices, indigenous peoples, recent immigrants, veterans, young people, women, people with disabilities and any other groups:
c) What policies does your organization have for the procurement of goods and services from local small and medium sized business or social enterprises or Indigenous owned businesses:
d) What policies does your organization have to support reconciliation with indigenous peoples:

6. TECHNICAL

a) APPROACH and METHODOLOGY	
Summarize the key features of your Proposal and the Technical Approach to be used. Provide a brief description the various components required for successful completion of the work.	
i. Delivery, Set-Up and Execution - 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.	
ii. Quality Assurance - Provide the measures the Proponent will use to maintain quality control for the Services being performed.	
iii. Risk Factors - Describe the risk factors anticipated and how the Proponent intends to mitigate these.	
iv. Safety - Proponent is to state how they will address safety on the work site.	

f) COMPLETION DATE	
I. The Proponent states that they are available and ready to start this work upon award and confirms the work shall be Substantially Completed on or before March 3, 2025 . This date will be an important consideration in the evaluation.	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
II. If Proponent has stated NO, please state date and explanation as to proposed completion date:	

7. FINANCIAL

a) PRICE - Prices proposed are to be all inclusive; therefore, include all labour, material, tools, equipment, transportation, fuel, supervision, disposal fees, permit fees and any other items required for provision of the services (exclude GST):

ITEM	SCOPE OF WORK	Unit of Measure	PRICE (exclude GST)
1.	Mobilization	Lump sum	\$
2.	Permits and Inspections	Lump sum	\$
3.	Insurance	Lump sum	\$
4.	Bonding	Lump sum	\$
5.	General Conditions	Lump sum	\$
6.	Demo, Scanning, Coring	Lump sum	\$
7.	Millwork	Lump sum	\$
8.	Mechanical	Lump sum	\$
9.	Electrical	Lump sum	\$
10	Testing and Commissioning	Lump sum	\$
11	Close out docs, As-built Drawings & Maintenance Manuals	Lump sum	\$
12	Dry-wall & associated works	Lump sum	\$
13	Painting & associated works	Lump sum	\$
14	Flooring & associated works	Lump sum	\$
15	Signage Cash Allowance	Lump sum	\$10,000
16	Other not Listed:	Lump sum	\$
	TOTAL		\$

b) As per Section 3.5 Proponent to provide a shop-drawing list indicating lead time for each item.
Attached to Proposal Submission:

<input type="checkbox"/> Yes	<input type="checkbox"/> No
If No, explain:	

Attention Purchasing Manager:

8. **I/We, the undersigned duly authorized representative of the Proponent**, having received and carefully reviewed all of the Proposal documents, including the RFP and any issued addenda posted on the City’s website www.coquitlam.ca/Bid-Opportunities (or having received directly), and having full knowledge of the Site, and having fully informed ourselves as to the intent, difficulties, facilities and local conditions connected to performing the Services; submit this Proposal in response to the RFP.
9. **I/We** agree to the rules of participation outlined in the [Instructions to Proponents](#) and should our Proposal be selected, agree to the City’s [Standard Terms and Conditions - Purchase of Goods and Services](#) and will accept the City’s Contract as defined within this RFP document.
10. **I/We confirm** that, if I/we am/are awarded the Agreement, I/we will at all times be the “Prime Contractor” as provided by the Worker's Compensation Act (British Columbia) with respect to the Services. I/we further confirm that if I/we become aware that another Contractor at the place(s) of the Services has been designated as the “Prime Contractor”, I/we will notify the City immediately, and I/we will indemnify and hold the City harmless against any claims, demands, losses, damages, costs, liabilities or expenses suffered by the City in connection with any failure to so notify the City.
11. **I/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

This Proposal is submitted this ___ day of _____, 20____.

I/We have the authority to sign on behalf of the Proponent and have duly read all documents.

Legal Name of Company	
Signature(s) of Authorized Signatory(ies)	1.
	2.
Print Name(s) and Position(s) of Authorized Signatory(ies)	1.
	2.