

**City of Coquitlam**

**PROPOSAL SUBMISSION FORM**

**RFP No. 24-090**

**Burquitlam Lions Care Centre Demolition**

**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](http://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.

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| --- | --- |
| **Legal Name of Company** |  |
| **Contact Person and Title** |  |
| **Business Address** |  |
| **Telephone** |  |
| **Email Address** |  |

1. **DEPARTURES AND AWARD**

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| 1. **CONTRACT -** I/We have reviewed the City’s [Standard Terms and Conditions - Purchase of Goods and Services](https://www.coquitlam.ca/DocumentCenter/View/1446/10-02-2019-Standard-Terms-and-Conditions---Purchase-of-Goods-and-Services-PDF) 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)** |
|  |  |
| 1. **SERVICES -** I/We have reviewed the Scope of Services as descibed 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)** |
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| 1. **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.** |

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| 1. **WCB** Upon Request will you be able to provide WCB - WorkSafeBC coverage in good standing and further, if an “Owner Operator” is involved, personal operator protection (P.O.P.) will be provided:
 |
| [ ]  **Yes** | [ ]  **No** |
| If Proponent has stated NO, explain. |
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| 1. **Prime Contractor** Upon Request will you be able to provide Prime Contractor, Acceptance of Prime Contractor Designation for the Services: [Prime Contractor Designation Form](https://www.coquitlam.ca/DocumentCenter/View/1483/Prime-Contractor-Designation-Form-PDF?bidId=):
 |
| [ ]  **Yes** | [ ]  **No** |
| If Proponent has stated NO, explain. |
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| 1. **Insurance** Provide Insurance coverage as per the [City's Standard Insurance Form](https://www.coquitlam.ca/DocumentCenter/View/1458/Certificate-of-Insurance---Contractor-Form-PDF)
 |
| [ ]  **Yes** | [ ]  **No** |
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| 1. **Business License** Upon Request will you be able to provide A City of Coquitlam or Tri Cities Intermunicipal [Business License](https://www.coquitlam.ca/602/Business-Licences) for any Contractor performing Work within the City or if their office is located within the City, excluding delivery-only services:
 |
| [ ]  **Yes** | [ ]  **No** |
| If Proponent has stated NO, explain. |
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| 1. **Contract** – Acceptance of the City Contract using the CCDC 2-2008 documentas supplimented 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):** |
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1. **MANDATORY REQUIREMENTS**

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

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| 1. 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.**🗆** Verify we have valid Asbestos Abatement Licence (AAL) to operate in B.C. |

1. **CORPORATE**

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| 1. **CAPABILITIES, CAPACITY AND RESOURCES** - Proponents to provide information on the following (use the spaces provided and/or attach additional pages, if necessary)**:**
 |
| 1. 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.):
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| 1. Proponent is to state relevant experience and qualifications as to the Services requested in the RFP:
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| 1. Proponent is to state any value added benefits and activities they can provide in delivering the Services. Provide details:
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| 1. 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:
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| 1. **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 necessary):
 |
| **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 |
| Name: |
| Phone Number: |
| Email Address: |

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| **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 |
| Name: |
| Phone Number: |
| Email Address: |

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| **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 |
| Name: |
| Phone Number: |
| Email Address: |

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| 1. **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** |
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| 1. **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 sub Contractors 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: |

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

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| **Sub- Contractor No. 3** |
| **Legal Name** |  |
| **Trade/Services Performed** |  |
| **Background and Experience** |  |
| **Contact Information** | Name: |
| Phone Number: |
| Email Address: |

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| **Sub- Contractor No. 3** |
| **Legal Name** |  |
| **Trade/Services Performed** |  |
| **Background and Experience** |  |
| **Contact Information** | Name: |
| Phone Number: |
| Email Address: |

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| 1. **Certified and registered for abatement** - Proponent is to confirm its staff are experienced, qualified and possess the appropriate asbestos abatement training and certification to perform the Services:
 |
| [ ]  **Yes** | [ ]  **No** |

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| 1. **Transport hazardous wastes** The Proponent confirms it hold a current provincial license with the province of British Columbia to transport hazardous wastes.
 |
| [ ]  **Yes** | [ ]  **No** |

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| 1. **HEALTH AND SAFETY**
 |
| 1. Proponent to attach current [Work Safe BC Employer Report](https://www.worksafebc.com/en/resources/about-us/shared-data/employer-report?lang=en)
 |
| [ ]  **Yes** | [ ]  **No** |
| **If no, explain:** |
|  |
| 1. Confirm the Proponent has a written safety program in place that meets the requirements of WorkSafeBC?
 |
| [ ]  **Yes** | [ ]  **No** |
| 1. Is your company COR (Certificate of Recognition) certified with respect to WorkSafeBC?
 |
| [ ]  **Yes** | [ ]  **No** |

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| 1. We are registered with one or more of these Safety Management System/Program: OHSAS 18001, CAN/CSA Z1000, ANSI Z10 or other. Please specify:
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1. **SUSTAINABLE BENEFITS AND SOCIAL RESPONSIBILITY**

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| 1. 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
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| 1. What policies does your organization have for hiring apprentices, indigenous peoples, recent immigrants, veterans, young people, women, people with disabilities and any other groups:
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| 1. 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:
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| 1. What policies does your organization have to support reconciliation with indigenous peoples:
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1. **TECHNICAL**

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| 1. **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. |
| 1. **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.
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| 1. **Quality Assurance -** Provide the measures the Proponent will use to maintain quality control for the Services being performed.
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| 1. **Risk Factors -** Describe the risk factors anticipated and how the Proponent intends to mitigate these.
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| 1. **Safety -** Proponent is to state how they will address safety on the Work site.
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| 1. **Disposal -** Provide details on all disposal location.
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| 1. **ESC** - Provide details on site ESC Monitoring and Maintenance plan.
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| 1. **Traffic Management Plan** – Provide details on your Traffic Management Plan.
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| 1. **Demolition Plan** – Provide details on your Demolition Plan.
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| 1. **Dust Control Plan** – Provide details on your Dust Control Plan.
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| 1. **PRELIMINARY CONSTRUCTION SCHEDULE**

Indicate schedule with bar chart with construction durations but not limited to. Contractor to add activities with durations as required. |
|  **CONSTRUCTION ACTIVITY** |  |  |  |  |
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| Prior to the start of construction, the Contractor will be required to provide a detailed **CONSTRUCTION SCHEDULE** ‘Gantt Chart’ Schedule in a MS Project format. Subsequently, the Contractor is to provide an updated construction schedule with each progress claim. |
| **Commence Construction Onsite** **February 25, 2025 or earlier** |
| **Total Completion Date** **July 24, 2025 or earlier** |

1. **FINANCIAL**

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| * 1. **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) |
| A | Hazardous Material Abatement | Lump Sum | $ |
| B | 3rd Party air-monitoring and inspections during abatement | Lump Sum | $ |
| C | Demolition of the building including foundations and underground parking | Lump Sum | $ |
| D | Site Preparation | Lump Sum | $ |
| E | Site Back Fill | Lump Sum | $ |
| F | Site Cleanup | Lump Sum | $ |
| G | ESC measures and maintenance | Lump Sum | $ |
| H | Vegetation removal | Lump Sum | $ |
| I | Fence removal and replacement | Lump Sum | $ |
| J | PERFORMANCE BOND IN THE AMOUNT OF 50% OF THE PROPOSAL PRICE | Lump Sum | $ |
| K | LABOUR AND MATERIALS PAYMENT BOND IN THE AMOUNT OF 50% OF THE PROPOSAL PRICE | Lump Sum | $ |
| l | Insurance  | Lump Sum | $ |
|  | Others  | State: | $ |
|  | Others  | State: | $ |
|  | **TOTAL** | **$** |

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| * 1. **UNIT PRICING**
 |
| **ITEM** |  | **PRICE** (exclude GST) |
|  | Cost per unit for removal and disposal of metal exhaust vents to rooftop with asbestos containingpaper insulation within | $ |
|  | Cost per unit for removal and disposal of asbestos containing gaskets at flanges of mechanical pipingsystems | $ |
|  | Cost per unit for removal and disposal of asbestos containing packings in valves of mechanical pipingsystems | $ |
|  | Cost per unit for removal and disposal of metal and wood doors with asbestos composite insulationswithin | $ |
|  | Cost per square foot for the excavation, removal, and disposal of asbestos containing damp proofingon concrete foundation **concealed below grade** | $ |
|  | Cost per lineal foot for the excavation, removal, and disposal of **buried (concealed below grade)**asbestos containing cement pipe including trench backfill and compaction for the following sizes: |  |
| 6a. 4" to 6" inside diameter | $ |
| 6b. 8" to 12" inside diameter | $ |
| 6c. 14" inside diameter and larger | $ |
|  | Cost for removal and disposal of boiler with asbestos containing parging and refractory brick | $ |
|  | Cost per cubic meter measured in-situ for demolition and removal of unreinforced concrete | $ |
|  | Cost per cubic meter measured in-situ for demolition and removal of reinforced concrete | $ |
|  | Cost per cubic meter measured in-situ to place and compact backfill (approved on-site material) | $ |
|  | Cost per cubic meter measured in-situ to place and compact backfill (import material) | $ |
|  | Cost per meter trench to excavate, remove and backfill piping | $ |
|  | Cost per meter for chain link fence per **Appendix D** | $ |
|  | Cost per month for construction rental fence per **Appendix D** | $ |
|  | Cost to buyout construction fence per **Appendix D** | $ |

**Attention Purchasing Manager:**

1. **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](http://www.coquitlam.ca/140/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.
2. **I/We** agree to the rules of participation outlined in the [Instructions to Proponents](https://www.coquitlam.ca/DocumentCenter/View/1457/Instructions-to-Proponents-PDF) and should our Proposal be selected, agree to the City’s [Standard Terms and Conditions - Purchase of Goods and Services](https://www.coquitlam.ca/DocumentCenter/View/1446/10-02-2019-Standard-Terms-and-Conditions---Purchase-of-Goods-and-Services-PDF) and will accept the City’s Contract as defined within this RFP document.
3. **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.
4. **I/We acknowledge** receipt of the following Addenda related to this Request for Proposals and have incorporated the information received in preparing this Proposal.

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| **Addendum No.** | **Date Issued** |
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**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.** |