

City of Coquitlam

Request for Proposals

RFP No. 24-090

Burquitlam Lions Care Centre  
Demolition

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**[PROPOSAL SUBMISSION FORM](#)**

### KEY DATES

<b>RFP Issue Date</b>	<b>Thursday, December 12, 2024</b>
<b>Mandatory Site Visit: Date, Time and Location</b>	<b>10:00 AM</b> <b>Thursday, December 19, 2024</b> <b>LOCATION: 560 Sydney Avenue, Coquitlam</b>
<b>Deadline for Questions</b>	<b>2:00 PM (local time)</b> <b>Monday, January 13, 2025</b>
<b>Deadline for Issuing Addenda</b>	<b>Wednesday, January 15, 2025</b>
<b>Submission Deadline</b>	<b>2:00 PM (local time)</b> <b>Friday, January 17, 2025</b>

**Please note that the Purchasing department at City Hall will be closed at 12:00 pm on Tuesday, December 24, 2024 and reopen at 8:00 am on Thursday, January 2, 2025. Queries will not be reviewed until January 2, 2025. City service operations will remain in full service.**

### SUMMARY OF KEY INFORMATION

<b>RFP Reference</b>	<b>RFP No. 24-090</b> <b>Burquitlam Lions Care Centre Demolition</b>
<b>Overview of the Opportunity</b>	The purpose of this RFP is to invite Proposals from professional, qualified, experienced companies for <b>Burquitlam Lions Care Centre Demolition</b> .
<b>Instructions for Proposal Submission</b>	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: <a href="http://qfile.coquitlam.ca/bid">qfile.coquitlam.ca/bid</a> <b>1. In the "Subject Field" enter:</b> RFP Number and Name <b>2. Add files and "Send Files"</b> (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.
<b>Obtaining RFP Documents</b>	RFP Documents are available for download from the City of Coquitlam's website: <a href="https://www.coquitlam.ca/Bid-Opportunities">https://www.coquitlam.ca/Bid-Opportunities</a> Printing of RFP documents is the sole responsibility of the Proponents.
<b>Questions</b>	Send questions to: <a href="mailto:bid@coquitlam.ca">bid@coquitlam.ca</a> referencing the RFP name and number.
<b>Instructions to Proponents</b>	The guidelines for participation that will apply to this RFP are posted on the City's website: <a href="#">Instructions to Proponents</a>
<b>Withdrawal of Submission</b>	Proposals may be withdrawn by written notice only, made by an authorized representative of the Proponent sent to email: <a href="mailto:bid@coquitlam.ca">bid@coquitlam.ca</a> prior to the Closing Date and Time.
<b>Terms and Conditions of Contract</b>	The City's <a href="#">Standard Terms and Conditions - Purchase of Goods and Services</a> , 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 hən̓q̓əmi̓n̓əm̓ (HUN-kuh-MEE-num) word kwikwə́ləm (kwee-KWET-lum) meaning “Red Fish Up the River”. The City is honoured to be located on the kwikwə́ləm traditional and ancestral lands, including those parts that were historically shared with the k̓íçə́y (kat-zee), and other Coast Salish Peoples.

### 1.2 Purpose

The purpose of this RFP is to invite Proposals from professional, qualified, experienced companies for **Burquitlam Lions Care Centre Demolition** as further described in **Section 3 - Scope of Work**.

### 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. List Appendices
  - iv. CCDC2 – 2008 Stipulated Price Contract
  - v. Appendix A - City of Coquitlam's Supplementary General Conditions to the CCDC2-2008
  - vi. Appendix B – Hazardous Building Materials Survey
  - vii. Appendix C – Geotechnical Demolition Memo
  - viii. Appendix D – Fence Layout and Specification
  - ix. Appendix E – ESC Plan
  - x. Appendix F – Arborist Report
  - xi. Appendix G – Utility Map
  - xii. Addendums as issued
- e) 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.
- f) 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.
- g) Complete sub-contracting of Works will not be approved; however, segments of Work involving special skills may be sub-contracted.
- h) 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.

- i) 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.
- j) 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.
- k) 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)**

- Hold a valid Asbestos Abatement Licence (AAL) to operate in B.C.
- 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:



<b>Proposal Evaluation Summary</b>	<b>Maximum Points to be Awarded</b>
<a href="#">Corporate</a>	20
<a href="#">Sustainable Benefits and Social Responsibility</a>	10
<a href="#">Technical</a>	30
<a href="#">Financial</a>	40
<b>Total</b>	<b>100</b>

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
- Certified and registered for abatement
- License for transportation of hazardous goods
- 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
- Disposal and reuse
- Ability to comply with the stated specifications and requirements
- Schedule and Completion Date
- Work Schedule and duration of construction
- Site ESC Monitoring and Maintenance plan
- Traffic Management Plan
- Demolition Plan
- Dust Control Plan

**Financial**

- Total Price

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) The Abatement Contractor shall carry at least five (5) million dollars of Environmental Impairment Liability Insurance including asbestos removal, and General Liability Insurance in the amount of five (5) million dollars, unless there is a more stringent requirement in the Tender Documents. Evidence of such insurance in such form as may be required by the Owner shall be lodged with the Owner prior to the commencement of any Work. The Contractor will indemnify City of Coquitlam, its representatives, agents, and advisors, and their respective directors, officers, and employees, at all times from and against all damages, losses, injuries, penalties, fines, assessments, claims (including third

parties), actions, costs, expenses, proceedings, demands and charges, whether arising under statute, contract, or at common law, which result from, are caused or contributed to by, or are suffered or sustained in connection with, the removal and disposal of the hazardous materials and related Work activities. City of Coquitlam, Astech Consultants Ltd. are to be named as additional insured under the Environmental Impairment Liability Insurance Policy and the General Liability Insurance required to be carried by this Contractor.

- c) [Prime Contractor Designation Form](#) and be responsible for all the Work at the site in accordance with WCB regulations
- d) Be registered and provide WorkSafeBC clearance
- e) Accept the City's standard Terms and Conditions posted on the City's website: [Standard Terms and Conditions - Purchase of Goods and Services](#)
- f) A City of Coquitlam or Tri Cities Intermunicipal [Business License](#) is required for any Contractor performing Work within the City or if their office is located within the City, excluding delivery-only services.
- g) Enter into a Contract with the City using the CCDC 2-2008 document supplemented by the City's Supplemental General Conditions to CCDC 2-2008.
- h) **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 Project Timeline

Estimated timelines for the project are:

**Estimated mobilization: February 12, 2025**  
**Substantial completion: July 24, 2025**

Upon award, the Work on this project shall progress until fully completed.

## 1.10 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](http://www.vrca.ca) , ph: 604- 294-3766 or email: [info@vrca.ca](mailto: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 A - 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 Permits and Regulations

The Contractor is to obtain permits, 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.

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

### 2.3 Site Control and Organization

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

The Contractor shall at all times keep the site secure, safe, clean and orderly as the Work allows.

### 2.4 Dangerous Materials

Any and all dangerous or hazardous materials removed from the site are to be separated and disposed of in accordance with all applicable policies, guidelines and standards from authorities having jurisdiction.

### 2.5 Quality Personnel

All Work shall be performed by skilled persons including, the abatement of hazardous materials in strict accordance with the applicable Municipal, Provincial, Federal and other laws, regulations, standards, codes, etc. All Workmanship and materials will be subject at any time to the inspection and approval of the City.

The Contractor and persons hired by it to perform the Work shall at all times be properly attired and shall be courteous to the public and all other trades / Work crews, and perform the Work in a manner that minimizes any inconvenience or nuisance to the public.

### 3 SCOPE OF SERVICES

#### 3.1 Background

Burquitlam Lions Care Centre (BLCC) is a three-storey plus below grade parking garage used as extended care center faced with concrete, concrete block, giant brick, and stucco. The building has had a few renovations over the years. According to BC Assessment the building was constructed in 1981. Due to ongoing safety issues and significant operational costs, the building will be demolished prior in preparation for future development.

The Work contained in this project is to demolish the building and parkade and finish the excavated pit safe. The Work involves a major hazardous material abatement that will be required as part of the demolition process.

#### 3.2 Scope of Work

The City of Coquitlam requires hazardous material abatement, demolition services to remove the existing building, stabilize the site and install site fencing.

Hazardous materials abatement will be required prior to structure demolition and will be part of this Work. See **Appendix B – Hazardous Building Materials Survey** for details on hazardous materials in dwelling.

The Contractor shall provide all materials, tools, machinery, labour and supervision necessary for the abatement/demolition/removal/disposal of the existing buildings above and below grade. The Contractor will break up and remove all foundations and other concrete and backfill the site to grades as specified by/approved by the Geotechnical Engineer. The Contractor's bid price shall include removal of all foundation elements which are located within 1.5 m below the slab on grade elevation (or below the base of the elevator pit), and within 1.5 m back from foundation walls (or elevator pit walls), and backfilling same. Demolition and removal of concrete beyond those dimensions will be extra at the unit rates provided. Prior to removing concrete for which extra costs will be claimed, the Contractor is responsible for contacting the Geotechnical Engineer to confirm volumes in-situ. See **Appendix C – Geotechnical Demolition Memo**.

The Contractor shall install a 4' high chain link around the entire property parcel complete with a double swing vehicle gate on Sydney Avenue. The fence will be built to the City of Coquitlam standard for High Activity City and Park areas. See **Appendix D – Fence Layout and Specification** for approximate fence location and specifications. Final location will be confirmed on site in conjunction with the Contractor and Project Manager.

The structure demolition will include removal of the entire building including all foundations, concrete and asphalt landscaping and underground piping in the property area. The Contractor will leave the site graded, capped and finished as required as

required by Geotechnical Consultant recommendations with all current and long term ESC measures in place. See **Appendix E – ESC Plan** for details.

The Contractor to be responsible for the removal of all plants within the property boundary as specified. See **Appendix F – Arborist Report** for details. Any plants outside the proper line may not be removed without the express written consent of the property owners.

The City of Coquitlam will cap the Storm, Sanitary, and Water connection to the building from the City main. The Contractor is responsible for removal of the service lines from the cap-off locations at the City mains back to the building, as well as all piping within 1.5 m of the slab on grade elevation. See **Appendix G – Utility Map** for details.

Excavation and removal of piping below 2.5 m depth below current site grade will be an extra cost at the unit rates provided. The Contractor will be responsible for contacting the Geotechnical Engineer to confirm volumes in-situ.

### 3.3 Provisions

- a) The Contractor shall be responsible for obtaining/paying for all required licenses and permits including a truck route exemption permit, if required. The City will provide demolition permit.
- b) FortisBC has already disconnected gas service. Contractor is responsible to call BC-1 determine if there's any active line in the property and remove all service lines completed.
- c) BC Hydro has active service on site. Contractor is responsible to schedule and coordinate service disconnection and remove all service lines completed. There's a demolition script in place for removal of BC Hydro service and the meter. Reference number #5047078.
- d) The Contractor shall be responsible for the removal and proper disposal of all materials. Debris to be delivered to the landfill in accordance with provincial and local codes and ordinances. All loads shall be covered and secured prior to and during transport. The Contractor relieves the City of all liability in the disposal of debris. The Contractor is responsible for all fees and permits, if applicable.
- e) The Contractor is responsible to ensure no debris is buried on site.
- f) Safety and Security:
  - I. The Contractor shall be responsible to ensure the safety and security of the Work area at all the times and ensure the building remain boarded up and secure throughout the Work.
  - II. The Contractor shall be responsible to provide temporary safety fences during the entire demolition process.

- III. The Contractor shall be responsible to provide dust screens, barriers, and warning signs in locations where demolition Work is adjacent to areas used by public or adjacent properties.
- g) The Contractor shall comply with all legislation, statutes and authorities having jurisdiction.
- h) Should the Contractor encounter any additional hazardous materials beyond that outlined in **Appendix B – Hazardous Building Materials Report**, the Contractor shall contact the City immediately to notify of the findings. Additional testing will be completed as required and costs for additional testing shall be borne by the City. Any additional removal Work required will be quoted. Unit price items already identified in **Appendix B – Hazardous Building Materials Report** will proceed per unit rate price.
- i) Transportation and Disposal Of Hazardous Materials
  - I. The Contractor shall hold a current provincial license with the province of British Columbia to transport hazardous wastes.
  - II. All costs associated with disposal and transportation, including loading, unloading, placement and spreading shall be included in Proposal.

#### 3.4 Scheduling and Coordination

- a) Contractor to ensure the roads at entry and exit points are kept clean during construction. Daily cleaning of access roadways; including sweep residual tracked sediment. **Flushing of roadways will not be permitted.**
- b) Site progress meetings will be scheduled by the Contractor on a bi-weekly basis or as deemed necessary depending on the progress of the Work. Meeting minutes will be documented and to be distributed by the Contractor on record not later than three Working days from the date of the meeting.
- c) The Contractor to appoint a qualified and experienced Project Manager that will lead and act as the primary point of contact throughout the duration of the project execution until final completion. The Contractor will not substitute a Project Manager without the written consent of the Project Manager.
- d) Prior to commencing the Work, the Contractor will designate a qualified and experienced site superintendent and to notify the Project Manager of the name and telephone number of the Superintendent. The Contractor will keep the superintendent at the Work site during Working hours until the Work has reached completion. The Contractor will not substitute a superintendent without the written consent of the Project Manager.
- e) Along with the Proposal Submission, the Contractor is to submit the related credentials and qualifications of the Project Manager and the Site Superintendent that summarize and confirm their professional experience for review and approval by the City.

- f) The Contractor will not substitute any appointed sub-Contractors without the written consent of the Project Manager.
- g) 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 Consultants and the Project Manager, the Contractor falls behind the approved schedule, the Contractor shall take all necessary steps to improve its progress, including those that may be required by the Contractor, without additional cost to the City.

### 3.5 Equipment, Materials and Workmanship

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

All equipment, materials and labour utilized and all Workmanship shall comply with all current codes, standards, regulations and statutes pertaining to the services including, but not exclusively:

- a) WorkSafeBC
- b) BC Provincial Motor Vehicle Act
- c) BC Ministry of Transportation and Infrastructure
- d) BC Ministry of Environment
- e) Workplace Hazardous Material Information System (WHMIS)

Equipment must be in good mechanical repair and not require excessive maintenance or create excessive down time that jeopardizes the Contractors ability to provide the services agreed to and within the time frame required.

### 3.6 Geotechnical Monitoring

The City’s geotechnical engineer is responsible for Geotechnical – Temporary and Geotechnical – Permanent under the City of Coquitlam’s demolition permit. The Contractor will be responsible for ensuring that the Geotechnical Engineer is provided at least 24 hours’ notice of all Works requiring field review for geotechnical temporary or permanent.

### 3.7 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.

An Erosion and Sediment Control (ESC) Permit from the City of Coquitlam is required for the project. However, notice for preparedness for review of site protection fencing, and ESC measure setup is to be provided with one week’s notice to the City to arrange for review in conjunction with the City ESC Bylaw Officer. Best practices defined under the City webpage must be maintained as the minimum quality of care through the course



of Work. The Contractor will be responsible for any field directed fencing adjustments or ESC measures directed by the City, should the City be dissatisfied with the Contractor's compliancy of adhering to the Streamside Drainage System Protection Bylaw and maintaining clean entry/egress from the property and other best practices defined on the City webpage.

- The City's Stream and Drainage System Protection Amendment Bylaw No. 5391, 2024 and Best Practices information is [here](#).

Immediately contain and clean up any leaks and spills of prohibited materials. Ensure that a well-stocked spill kit is on-site at all times and that the Contractor's employees are familiar with appropriate spill response techniques.

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.

### 3.8 Good Neighbor Development Policy

This policy outlines the City's expectations during the Work. The purpose of this policy is to:

- Highlight City regulations relevant to Good Neighbour Development practices
- Place greater onus on the Contractor to follow those regulations
- Manage and monitor compliance with all applicable requirements
- Encourage early and ongoing communication between the Contractor and neighbours
- Good Neighbor Development Policy found [Here](#) and checklist can be found [Here](#)

### 3.9 Site Control and Organization

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

The Contractor shall at all times keep the site secure, safe, clean and orderly as the Work allows.

The Prime Contractor will be responsible for developing a safety plan.

### 3.10 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.

### 3.11 On-Site Parking

All Contractors and their employee and sub-Contractor need to park on designated parking space to avoid interact with local residents and traffic. Details for parking to be confirmed with successful Proponents

### 3.12 Nesting Season

Tree clearing and vegetation removal are prohibited in the regional breeding bird nesting period between March 1<sup>st</sup> to August 31<sup>st</sup>, unless a bird nesting survey is completed prior to removals.

The breeding bird period is when migratory birds are nesting, and the intent of this window is to reduce potential risk of contravention to the Migratory Birds Convention Act. Additional information can be found:

<https://www.canada.ca/en/environment-climate-change/services/avoiding-harm-migratory-birds/reduce-risk-migratory-birds.html>

If additional tree removal is required during the nesting season, the Contractor must, at their own expense, arrange for a bird nesting survey to be completed within three days prior to any tree or vegetation clearing.

If a nest is found during the survey, or any other time, Works shall cease, and the City will Work with the Contractor to develop an implement a site-specific nest management plan.

### 3.13 Extra Work

The Contractor must receive written approval from the City prior to commencing any additional Works which will affect the project cost or schedule. A Change Order form must be submitted in the event the Contractor fees exceed the original proposed purchase order amount. In this situation the Contractor will be requested to submit scope of Work change alternatives to meet the budget.

A separate schedule of values is required as supporting documentation to the invoice for all additional services.

Any invoice encompassing extra Work or additional Work not previously approved in writing will not be accepted by the City.

### 3.14 Progress Report

The Contractor is to provide weekly progress reports to the City's representative including an updated demolition schedule.

### 3.15 Public Relations

Good public relations must be maintained at all times by the Contractor, the Contractor's employees, and representatives. All enquiries and complaints must be satisfactorily resolved in a courteous and businesslike manner and be acted upon within a 24-hour period.

### 3.16 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.

### 3.17 Frequency of Invoicing

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

### 3.18 On-Site Hazards

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.

The locations of all such hazards are to be investigated and verified in the field by the Contractor.

### 3.19 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.

### 3.20 Traffic Control

The Contractor is responsible to provide qualified and trained Traffic Control Personnel for traffic flagging services, either in house or with a sub- Contractor. The Contractor shall take full responsibility to ensure that traffic control is carried out in accordance with the most recent copy of the Ministry of Transportation and Highways Traffic Control Manual for Works on Roadways and any applicable WorkSafeBC Regulations for Services performed on City roads.



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.

<b>Legal Name of Company</b>	
<b>Contact Person and Title</b>	
<b>Business Address</b>	
<b>Telephone</b>	
<b>Email Address</b>	

**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** 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:

<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
If Proponent has stated NO, explain.	

**II. Prime Contractor** Upon Request will you be able to provide Prime Contractor, Acceptance of Prime Contractor Designation for the Services: Prime Contractor Designation Form:

<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
If Proponent has stated NO, explain.	

**III. Insurance** Provide Insurance coverage as per the [City's Standard Insurance Form](#)

<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>

**IV. Business License** Upon Request will you be able to provide A City of Coquitlam or Tri Cities Intermunicipal [Business License](#) for any Contractor performing Work within the City or if their office is located within the City, excluding delivery-only services:

<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
If Proponent has stated NO, explain.	

**V.Contract** – Acceptance of the City Contract using the CCDC 2-2008 documents 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):**

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## 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.
- Verify we have valid Asbestos Abatement Licence (AAL) to operate in B.C.

## 3. 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

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

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

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

**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)

<b>LINE ITEM</b>	<b>NAME</b>	<b>TITLE/POSITION</b>	<b>EXPERIENCE AND QUALIFICATIONS</b>	<b>YEARS WITH YOUR ORGANIZATION</b>
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 sub Contractors without the City’s written

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



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

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

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

<b>e) Certified and registered for abatement</b> - Proponent is to confirm its staff are experienced, qualified and possess the appropriate asbestos abatement training and certification to perform the Services:	
<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>

<b>f) Transport hazardous wastes</b> The Proponent confirms it hold a current provincial license with the province of British Columbia to transport hazardous wastes.	
<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>

<b>g) HEALTH AND SAFETY</b>	
I. Proponent to attach current <a href="#">Work Safe BC Employer Report</a>	
<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
<b>If no, explain:</b>	

II. Confirm the Proponent has a written safety program in place that meets the requirements of WorkSafeBC?	
<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
III. Is your company COR (Certificate of Recognition) certified with respect to WorkSafeBC?	
<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
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:	

**4. 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:

**5. TECHNICAL**

<b>a) APPROACH and METHODOLOGY</b> 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.
<b>i. Delivery, Set-Up and Execution</b> - 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.
<b>ii. Quality Assurance</b> - Provide the measures the Proponent will use to maintain quality control for the Services being performed.
<b>iii. Risk Factors</b> - Describe the risk factors anticipated and how the Proponent intends to mitigate these.
<b>iv. Safety</b> - Proponent is to state how they will address safety on the Work site.
<b>v. Disposal</b> - Provide details on all disposal location.
<b>vi. ESC</b> - Provide details on site ESC Monitoring and Maintenance plan.
<b>vii. Traffic Management Plan</b> – Provide details on your Traffic Management Plan.
<b>viii. Demolition Plan</b> – Provide details on your Demolition Plan.

ix. <b>Dust Control Plan</b> – Provide details on your Dust Control Plan.

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

**6. 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):

<b>ITEM</b>	<b>SCOPE OF WORK</b>	<b>Unit of Measure</b>	<b>PRICE (exclude GST)</b>
A	Hazardous Material Abatement	Lump Sum	\$
B	3 <sup>rd</sup> 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:	\$
		<b>TOTAL</b>	<b>\$</b>

<b>b) UNIT PRICING</b>		
<b>ITEM</b>		<b>PRICE (exclude GST)</b>
1.	Cost per unit for removal and disposal of metal exhaust vents to rooftop with asbestos containing paper insulation within	\$
2.	Cost per unit for removal and disposal of asbestos containing gaskets at flanges of mechanical piping systems	\$
3.	Cost per unit for removal and disposal of asbestos containing packings in valves of mechanical piping systems	\$
4.	Cost per unit for removal and disposal of metal and wood doors with asbestos composite insulations within	\$
5.	Cost per square foot for the excavation, removal, and disposal of asbestos containing damp proofing on concrete foundation <b>concealed below grade</b>	\$
6.	Cost per lineal foot for the excavation, removal, and disposal of <b>buried (concealed below grade)</b> 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	\$
7.	Cost for removal and disposal of boiler with asbestos containing parging and refractory brick	\$
8.	Cost per cubic meter measured in-situ for demolition and removal of unreinforced concrete	\$
9.	Cost per cubic meter measured in-situ for demolition and removal of reinforced concrete	\$
10.	Cost per cubic meter measured in-situ to place and compact backfill (approved on-site material)	\$
11.	Cost per cubic meter measured in-situ to place and compact backfill (import material)	\$
12.	Cost per meter trench to excavate, remove and backfill piping	\$
13.	Cost per meter for chain link fence per <b>Appendix D</b>	\$
14.	Cost per month for construction rental fence per <b>Appendix D</b>	\$
15.	Cost to buyout construction fence per <b>Appendix D</b>	\$

**Attention Purchasing Manager:**

7. **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/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.
8. **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.
9. **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.
10. **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.**

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