

City of Coquitlam

Request for Proposals

RFP No. 25-023

Supply and Install Playground - Norm  
Staff Park

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### [PROPOSAL SUBMISSION FORM](#)

### **Appendix A – Norm Staff Park Revitalization Drawings**

**KEY DATES**

<b>RFP Issue Date</b>	<b>Tuesday, January 21, 2025</b>
<b>Deadline for Questions</b>	<b>2:00 PM (local time) Thursday, February 6, 2025</b>
<b>Deadline for Issuing Addenda</b>	<b>Friday, February 7, 2025</b>
<b>Submission Deadline</b>	<b>2:00 PM (local time) Tuesday, February 11, 2025</b>

**SUMMARY OF KEY INFORMATION**

<b>RFP Reference</b>	<b>RFP No. 25-023 Supply and Install Playground - Norm Staff Park</b>
<b>Overview of the Opportunity</b>	The City requests Proposals from experienced, qualified firms to <b>Supply and Install Playground - Norm Staff Park</b> .
<b>Instructions for Proposal Submission</b>	<p>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></p> <ol style="list-style-type: none"> <li><b>In the "Subject Field" enter:</b> RFP Number and Name</li> <li><b>Add files and "Send Files"</b> (Ensure your web browser remains open until you receive 2 emails from QFile to confirm receipt.)</li> </ol> <p>Phone 604-927-3037 should assistance be required. The City reserves the right to accept Proposals received after the Closing Date and Time.</p>
<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	Proposals may be withdrawn by written notice only, made by an authorized representative of the Proponent sent to email: 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>	City of Coquitlam <a href="#">Standard Terms and Conditions - Purchase of Goods and Services</a> are posted on the City's website and will apply to the Contract awarded as a result of this RFP.

## DEFINITIONS

**“City” “Owner”** means City of Coquitlam;

**“Contract”** means the City Purchase Order that will be issued to formalize the Contract with the successful Proponent through negotiation process with the City based on the Proposal submitted and will incorporate by reference the Request for Proposals, the Terms and Conditions of Contract included in this RFP, 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.

**“Drawings”** means the graphical and pictorial portions of the RFP issued as an appendix to this RFP;

**“Manufacturer”** means the company that manufactures the components and equipment backed by a warranty against defects. Also providing recommendations on the proper application and installation methodology of their products;

**“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 qualified, experienced companies to **Supply and Install Playground - Norm Staff Park** (the ‘Services’) as outlined in [Section 3 – Scope of Services](#).

### 1.3 Proposal Submission

Proponents should complete and submit the information requested in this RFP document on the Proposal.

### 1.4 Site Visit

Proponents are encouraged to visit the site on their own.

**Location:** Norm Staff Park

**Address:** 3320 David Ave, Coquitlam, BC

### 1.5 Instructions to Proponents

Proponents are advised that the rules for participation that will apply to 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 – Norm Staff Park Revitalization Drawings
  - iv. Addenda 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 of Coquitlam.
- 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.

#### 1.6 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.

#### 1.7 Project Timeline

Estimated timelines for the project are:

**Estimated Construction Start: May 5, 2025**

**Final Completion: June 30, 2025**

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

#### 1.8 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.

#### 1.9 Evaluation Criteria

The City uses Microsoft Word to streamline the transfer of Proponent information into an evaluation document. Responses on the Proposal Submission Form should provide

direct answers or concise summaries of any referenced attachments. Where attachments are necessary, each response should summarize the relevant information and clearly indicate where the City can find the corresponding details within the attachments, specifying precisely, for example, "see Section X, subsection Y, paragraph Z, on page N."

**Lower scores** may be assigned if Proposal Submission Forms:

- Are not submitted in Microsoft Word format.
- Rely solely on references such as "see section X in the attached document" without providing summaries.

Each proposal will be evaluated based on the following criteria:

Proposal Evaluation Summary	Maximum Points to be Awarded
<a href="#">Corporate</a>	30
<a href="#">Sustainable Benefits and Social Responsibility</a>	10
<a href="#">Technical</a>	30
<a href="#">Financial</a>	30
<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
- Key Personnel on project team, qualifications and experience
- Sub-contractors
- Health and Safety
- Manufacturer representing and authorization

**Sustainable Benefits and Social Responsibility**

- Sustainable benefits
- Social Responsibility
- Reconciliation

**Technical**

- Methodology, set-up and execution of the work Warranty
- Quality Assurance and Safety
- Risk factors
- Design details
  - Innovative play components
  - Play components designed for ages 2 to 12 years of age
  - Inclusivity to all



- Design input and options
- Responsivity to the surrounding environment
- Play Value
- Material composition
- Certified to install
- Ability to comply with the stated specifications and requirements
- Schedule and Completion Date

### **Financial**

- 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.

### 1.10 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](#) is required for any Contractor performing Work within the City or if their office is located within the City, excluding delivery-only services.

## **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 in this RFP, along with the accepted Proposal, addenda and any subsequent clarifications, correspondence, the totality of which will constitute the Contract.

### **PROJECT SPECIFIC TERMS AND CONDITIONS**

### **2.2 Site Control and Organization**

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

The Contractor shall at all times keep the site secure, safe, clean and orderly as the Work allows, with the removal of trash and debris daily.

## **3 SCOPE OF SERVICES**

### **3.1 Background**

The playground at Norm Staff Park, located at 3320 David Ave., Coquitlam, BC, is aging and requires replacement. As part of a neighbourhood park, the new playground design should fit with the surrounding amenities, complement the natural environment, and meet the needs of the local community while appropriately considering the park's scale. The current playground is disproportionately large relative to the park's overall size. Proposed components for the new playground should align with a smaller, more fitting scale to reflect the park's character.

### **3.2 Scope**

The Scope of Services includes, but is not limited to, provision of all labour, supervision, equipment, tools, materials, transportation, and incidentals necessary for the design, supply, delivery, and installation of a playground as stated in this RFP. The City will be

responsible for removing and recycling the existing playground, as well as preparing the ground for the new playground installation.

Border edging and fall surface will be the City's responsibility.

Proponents are limited to offering one (1) design.

### 3.3 Requirements

All playground equipment and installations are to meet the following:

- a) "C.S.A Compliant Children's Play Spaces and Equipment" National Standard of Canada intended for use by children age 2 years to 12 years;
- b) Ability to fit into the footprint stated;
- c) Inclusive play elements
- d) Components for 2-5 age group and 6-12 age group

### 3.4 Design Structures

All equipment and safety zones to fit in the playground footprint as per page 3 of **Appendix-A – Norm Staff Park Revitalization Drawings**. Minor adjustments may be considered if justified, along with an explanation and an alternative proposal. Proponents should submit a design structure that fulfills the following requirements, emphasizing a centralized main anchoring structure as a critical component.

Design to include but not limited to:

- Have playground structure(s) and play components designed for ages 2 to 12 years of age, with 40% of components catering to 2-5 age group and 60% to the 6-12 age group.
- Have playground structure(s) and play components that are inclusive to all
- Provide maximum creativity and play components within the given footprint for the playground as per page 3 of **Appendix A – Norm Staff Park Revitalization Drawings**.

Play Structure and Playground Components to include but not limited to:

- Slides for various age groups
- Inclusive play components
- Play panels
- Unique / creative elements
- Swings or Multi-use swings
- Climbing components
- Elements that promote healthy bodies and minds
- Elements must fit in existing given playground footprint as per page 3 of **Appendix A – Norm Staff Park Revitalization Drawings**.

### 3.5 Manufacturer Authorized

The Contractor must be directly authorized by the manufacturer to sell and install equipment, where such authorization is granted. The authorization must be direct and not through a third party.

### 3.6 Warranty

The Contractor is to provide a detailed copy of the warranty, showing inclusions, and exclusions, length of coverage and any other pertinent details of the warranty.

### 3.7 Delivery, Storage, and Handling

Equipment to be stored at Contractors facility should the installation date change.

All materials and equipment to be new. Deliver and store materials in original, unopened packaging. Assume all packing, transportation, and insurance costs.

All packaging material must be removed from site at the Contractors expense.

Store materials in a safe and secure location, and protect against damage. City is not responsible for loss, damage or theft of material or equipment.

### 3.8 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.

### 3.9 Site Conduct

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.

### 3.10 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.

### 3.11 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. 25-023

### Supply and Install Playground - Norm Staff Park

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 StandardTerms 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 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)

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

- i. **WCB** - WorkSafe BC coverage in goodstanding and further, if an "Owner Operator" is involved, personal operator protection (P.O.P.) will be provided:
- ii. **Prime Contractor** - Acceptance of Prime Contractor Designation for the Services: [Prime Contractor Designation Form](#)
- 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's Terms and Conditions: [Standard Terms and Conditions - Purchase of Goods and Services](#)

**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. CORPORATE**

<b>a) CAPABILITIES, CAPACITY AND RESOURCES</b> - 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>b) REFERENCES</b> – 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.

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

(use the spaces provided and/or attach additional pages, if necessary)

**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

<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:

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

<b>Sub-Contractor No. 3</b>	
<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) 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>
We are registered with one or more of these Safety Management System/Program: OHSAS 18001, CAN/CSA Z1000, ANSI Z10 or other. Please specify:	

<b>f) STATE MANUFACTURE(S) YOU REPRESENT:</b>

<b>g) MANUFACTURE AUTHORIZATION</b> - Provide as an attachment a letter from manufacturer that you are an authorized dealer for them	
<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>

**3. SUSTAINABLE BENEFITS AND SOCIAL RESPONSIBILITY**

<p>I. 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</p>
<p>II. What policies does your organization have for hiring apprentices, indigenous peoples, recent immigrants, veterans, young people, women, people with disabilities and any other groups:</p>
<p>III. 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:</p>
<p>IV. What policies does your organization have to support reconciliation with indigenous peoples:</p>

**4. 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.	
i. <b>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.	
ii. <b>Quality Assurance</b> - Provide the measures the Proponent will use to maintain quality control for the Services being performed.	
iii. <b>Risk Factors</b> - Describe the risk factors anticipated and how the Proponent intends to mitigate these.	
iv. <b>Safety</b> - Proponent is to state how they will address safety on the work site.	

<b>b) DESIGN DETAILS</b>	
Proponent is to include with their Proposal, detailed design information, <b><u>in an electronic format as a separate attachment</u></b> , including but not limited to:	
I. Attach rendered drawings of the proposed playground design.	
<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>

II. Attach sections and elevations of the proposed playground design.	
<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
III. Attach dimension drawings of the proposed playground design.	
<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
IV. Attach plan drawings to scale of the proposed playground design. Drawings are to show layout within the playground footprint of the park as per applicable Appendix A - Norm Staff Park Revitalization Drawings, and to clearly illustrate no-encroachment zones, clearances, and required protective surfacing zone and depth. Physical drawings, models, etc. may be requested from one or more Proponents.	
<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>

<b>c) PLAY VALUE for 2-5</b>	
Proponent is to provide information as to the play value provided with the Proposed play structures in respect to the categories listed in the table below (use the spaces provided and/or attach additional pages, if necessary):	
Category	Feature and Information
Variety	
Creativity	
Physical Challenge	
Social and Mental Development	
Sensory Enjoyment	
Fun Factor	

<b>d) PLAY VALUE for 6-12</b>	
Proponent is to provide information as to the play value provided with the Proposed play structures in respect to the categories listed in the table below (use the spaces provided and/or attach additional pages, if necessary):	
Category	Feature and Information
Variety	
Creativity	
Physical Challenge	
Social and Mental Development	
Sensory Enjoyment	
Fun Factor	

<b>e) MATERIALS/COMPOSITION</b>
State details as to the materials used for the Proposed play structure(s):

<b>f) STANDARDS AND SAFETY</b> Proponent is to state all applicable safety standards that their design for the park complies with:

<b>g) Completion Date</b>		
I. The Proponent states that they are available and ready to start this work and confirms the work shall be completed on or before <b>June 30, 2025</b> . This date will be an important consideration in the evaluation.		
<table border="1" style="width: 100%;"> <tr> <td style="text-align: center;"><input type="checkbox"/> <b>Yes</b></td> <td style="text-align: center;"><input type="checkbox"/> <b>No</b></td> </tr> </table>	<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>	
II. If Proponent has stated NO, please state date and explanation as to proposed completion date:		

<b>h) CERTIFIED TO INSTALL</b> - Attached certification from original equipment manufacturer you and/or your subcontractor are certified to install the product(s).		
<table border="1" style="width: 100%;"> <tr> <td style="text-align: center;"><input type="checkbox"/> <b>Yes</b></td> <td style="text-align: center;"><input type="checkbox"/> <b>No</b></td> </tr> </table>	<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>	

**5. FINANCIAL**

<b>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>			
<b>ITEM</b>	<b>SCOPE OF WORK</b>	<b>Unit of Measure</b>	<b>PRICE (exclude GST)</b>
i.	2-5 Playground Equipment. List components included: • • • • • •	Lump sum	\$
ii.	6-12 Playground Equipment. List components included: • • • • • •	Lump sum	\$
iii.	Installation	Lump Sum	\$
iv.	Other not Listed:		\$
v.	Other not Listed:		\$
	<b>TOTAL</b>		<b>\$</b>

**Attention Purchasing Manager:**

6. **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), 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.
7. **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.
8. **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.
9. **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.