

City of Coquitlam

Request for Proposals

RFP No. 25-043

Robinson Memorial Park Cemetery –
Phase 2 Columbarium Walls Design
Build

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KEY DATES

RFP Issue Date	Wednesday, March 19, 2025
Deadline for Questions	2:00 PM (local time) Monday, April 7, 2025
Deadline for Issuing Addenda	Wednesday, April 9, 2025
Submission Deadline	2:00 PM (local time) Thursday, April 10, 2025

2 RFP REQUIREMENTS, GUIDELINES, AND TERMS & CONDITIONS

All applicable requirements and guidelines for this RFP, are available on the City's website: [City Purchasing Information](#).

To be eligible for the award, the City requires only the **successful Proponent** to have the following in place *before* providing any Goods or Services. The requirements that apply to this RFP, listed in order of precedence are:

- a) Instructions to Proponents
- b) Enter into a Contract with the City using the CCDC 14 - 2013 Design Build Stipulated Price Contract.
- c) City Standard Terms and Conditions - Purchase of Goods and Services
- d) Commercial General Liability (CGL) insurance \$5M coverage provided on the City's Certificate of Insurance – Contractor Form
- e) Prime Contractor Designation Form and be responsible for all the Work at the site in accordance with WCB regulations
- f) Be registered and provide WorkSafeBC clearance; upon request, the City may request an employer report
- g) 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.

These items are not required as part of this RFP Proposal but will be required prior to entering into an agreement with the City for Services with the successful Proponent.

3 DEFINITIONS

“City” “Owner” means City of Coquitlam;

“Contract” means the **CCDC 14 - 2013 Design Build Stipulated Price** Contract Between Owner and Design-Builder (Contractor), 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.

4 INSTRUCTIONS TO PROPONENTS

4.1 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.

4.2 Purpose

The City requests proposals from experienced qualified firms to provide design and build services for the **Robinson Memorial Park Cemetery – Phase 2 Columbarium Walls Design Build**.

4.3 Proposal Submission

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

4.4 Site Visit

Proponents are encouraged to visit the site on their own.

4.5 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.

4.6 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.

4.7 Evaluation Criteria

a) Instructions for Proposal Submission and Attachment Referencing

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."

b) Submission Format and Content Authenticity

Lower scores may be assigned if Proposal Submission Forms:

- I. Non-conforming
 - Are not submitted in Microsoft Word format.
 - Rely solely on references such as "see section X in the attached document" without providing summaries.
- II. Authenticity and AI Generated Content
 - The City preference is for Proposals to be original and directly aligned with the requirements outlined in this RFP. Proposals containing boilerplate, non-specific, or AI-generated content may receive a lower score.
 - Proponents must demonstrate a clear understanding of the City's needs by providing detailed, tailored responses, including methodologies. Proposals lacking sufficient detail and originality may result in a lower evaluation score.

c) Evaluation Criteria and Points Allocation

Each proposal will be evaluated based on the following criteria:

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

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

I. Corporate Experience, Capacity and Resources

- Business and technical reputation and capabilities; experience, financial stability, capacity and resources
- Value added benefits
- References
- Sub-contractors
- Staff qualifications and experience
- Health and Safety

II. Sustainable Benefits and Social Responsibility

- Sustainable benefits
- Reconciliation
- Social Responsibility

III. Technical

- Methodology
 - Delivery, Set-up and Execution of the Work

- Structural Considerations
- Material Durability
- Equipment Durability
- Assembly and Maintenance
- Environmental Considerations
- Equipment Security
- Quality Assurance
- Warranty and Service
- Safety
- Key Project Challenges, Risk and Opportunities
- Completion date
- Concept Site Plans
- Product and Materials

IV. Financial

- Price

e) Proposal Comparison

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.

f) Reference Checks and Interviews

Upon selection of one or more lead Proponent(s):

- References may be contacted
- Interviews may be conducted
 - As part of the evaluation of Corporate Experience

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.

g) Additional Evaluation Considerations

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.

h) Proposal Compliance and Rejection

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

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

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

i) Disclosure of Information

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.

4.8 Project Timeline

Estimated timelines for the project are:

Estimated Contract Award: May 2, 2025

Final Completion: November 28, 2025

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

4.9 Bidders List

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

5 **PROJECT SPECIFIC TERMS AND CONDITIONS**

5.1 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.

5.2 Standards and Workmanship

All Work must be performed by qualified professionals, including Journeymen, technicians, and Apprentices under the direct supervision of a Journeyman technician.

The Contractor shall comply with all applicable codes, regulations, and local by-laws. In cases where multiple codes or regulations apply, the most stringent provision shall govern. Relevant standards include, but are not limited to:

- BC Building Code
- BC Occupational Health and Safety Regulation

- Worker’s Compensation Act
- Master Municipal Construction Documents (MMCD)

The Contractor shall be responsible for ensuring that all materials and construction methods meet the requirements for inspection, with all associated costs being the responsibility of the Contractor.

5.3 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, with the removal of trash and debris daily.

5.4 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.

6 **Scope of Work**

6.1 Scope of Work

Details regarding the Scope of Work are provided in the following appendices:

- **Appendix 1 – Owner’s Statement of Requirements**
- **Appendix 2 – Area Concept Plan**
- **Appendix 3 – 2019 - 2039 Cemetery Services Plan**
- **Appendix 4 - Geotechnical Report**
- **Appendix 5 – Site Survey**



City of Coquitlam

PROPOSAL SUBMISSION FORM

RFP No. 25-043

Robinson Memorial Park Cemetery – Phase 2 Columbarium Walls Design Build

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

INSTRUCTIONS FOR PROPOSAL SUBMISSION

Proposal submissions are to be returned in Microsoft Word and any other supporting documents to be consolidated into one PDF file and uploaded through QFile, the City’s file transfer service accessed at website: qfile.coquitlam.ca/bid

1. In the “Subject Field” enter: RFP Number and Name

2. Add files and “Send Files”

(Ensure your web browser remains open until you receive 2 emails from QFile to confirm upload is complete.)

Proponents are responsible to allow ample time to complete the Proposal Submission process. If assistance is required phone 604-927-3037.

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

1. DEPARTURES

a) **CONTRACT** - I/We have reviewed the City’s Standard Terms and Conditions - Purchase of Goods and Services, as published on the City’s website, the Conditions listed below, the Request for Proposals Documents, Appendices, along with the accepted Proposal, addenda and any subsequent clarifications, correspondence, the CCDC 14 - 2013 Design Build Stipulated Price Contract and City Purchase Order that will be issued to formalize with the successful Proponent through negotiation process with the City based on the proposal submitted and will incorporate by reference the Request for Proposals, Specifications, Drawings, Appendices, any additional subsequent information, any addenda issued, the Proponent’s response and acceptance by the City, the totality of which will constitute the Contract.

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)

2. 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.):

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

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

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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:

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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

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:

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:

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:

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

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

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

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

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

3. 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:	

4.

TECHNICAL

a) APPROACH and METHODOLOGY

Summarize the key features of your Proposal and the Technical Approach to be used. Provide a brief description the various components required for successful completion of the work.

i. **Delivery, Set-Up and Execution** - Proposals should address the plan for the delivery, set up and execution of the work; as well as the disposal, recycle or reuse for the surplus materials. Include any safety and pedestrian control measures.

ii. **Structural Considerations** - Proponents shall describe their approach to ensuring the structural durability and integrity of the framework / support structure, materials, and equipment. Responses must demonstrate consideration of design and environmental forces, such as seismic and wind.

iii. **Material Durability** - Proponents shall describe the proposed materials and explain their selection based on long-term performance and durability. Responses must demonstrate consideration of the following factors such as intended use, industry standards, and resistance to environmental factors. Responses should also make reference quality and sources of proposed materials.

iv. **Equipment Durability** - Proponents shall describe the durability and expected performance of the proposed equipment, detailing its ability to withstand operational demands and potential wear and tear.

v. **Assembly and Maintenance** - should address the justification for assembly and maintenance methods used, and how they are beneficial to there this specific use case.

vi. **Resilience to Environmental Conditions** – Proponents shall describe the environmental considerations of the project's geographical location and explain how their material and equipment selections are best suited to local environmental and climatic conditions.

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vii. **Equipment Security** – Proponents shall describe their approach to ensuring the security and assurance of all proposed equipment. Responses must detail measures and equipment features to prevent unauthorized access, theft, damage.

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viii. **Quality Assurance** – Provide the measure of the Proponent will use to maintain quality control for the services being performed.

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ix. **Warranty and Service** – Proponents should address their commitment to providing continued project support through warranty and service for the specified amount of time following project completion.

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x. **Safety** - Proponent is to state how they will address safety on the work site, including site personnel and the public.

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b) KEY PROJECT CHALLENGES, RISKS AND OPPORTUNITIES

Proponent is to describe their approach to anticipated key project challenges, risks & opportunities. In particular, those related to post construction (use the spaces provided and/or attach additional pages, if necessary):

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c) COMPLETION DATE	
I. The Proponent states that they are available and ready to start this work and confirms the work shall be completed on or before November 28, 2025 . This date will be an important consideration in the evaluation.	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
II. If Proponent has stated NO, please state date and explanation as to proposed completion date:	

d) Concept Site Plans – Confirm you have attached Concept Site Plans.	
<input type="checkbox"/> Yes	<input type="checkbox"/> No

e) Product and Materials – Confirm you have attached Products and Material that you are proposing.	
<input type="checkbox"/> Yes	<input type="checkbox"/> No

5. FINANCIAL

a) PRICE - Prices proposed are to be all inclusive; therefore, include all labour, material, tools, equipment, transportation, fuel, supervision, disposal fees, permit fees and any other items required for provision of the services (exclude GST):		
ITEM	SCOPE OF WORK	PRICE (exclude GST)
i.	Detailed Design	\$
ii.	Mobilization	\$
iii.	Excavation & foundations	\$
iv.	Wall Construction	\$
v.	Site Improvements	\$
vi.	Other not listed – state:	\$
vii.	Other not listed – state:	\$
TOTAL		\$

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, 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** (per section 2 of RFP) and should our Proposal be selected, agree to Enter into a Contract with the City using the CCDC 14 - 2013 Design Build Stipulated Price Contract, 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.

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