

City of Coquitlam

Request for Proposals

RFP No. 25-002

Burke Mountain Athletic Park
Construction Services

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Appendix A - City of Coquitlam's Supplementary General Conditions to CCDC 2 – 2008

Appendix B – Project Manual (specifications) - which includes Geo-technical Reports:

Appendix C – Architectural drawings

Appendix D - Structural Drawings

Appendix E - Electrical Drawings

Appendix F - Civil Drawings

Appendix G - Landscape Drawings

[PROPOSAL SUBMISSION FORM](#)

1 KEY DATES

RFP Issue Date	Friday, May 9, 2025
Mandatory Site Visit: Date Time and Location	9:00 AM (local time) Thursday, May 15, 2025 3390 David Avenue, Coquitlam Parking limited – allow ample time
Deadline for Questions Send questions to: bid@coquitlam.ca referencing the RFP name and number.	2:00 PM (local time) Friday, May 23, 2025
Deadline for Issuing Addenda	Tuesday, May 27, 2025
Submission Deadline	2:00 PM (local time) Friday, May 30, 2025

2 RFP REQUIREMENTS, GUIDELINES, AND TERMS & CONDITIONS

All applicable requirements and guidelines for this RFP, are available on the City's website at www.coquitlam.ca/585/Purchasing

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) **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****

- c) Enter into a Contract with the City using the CCDC 2-2008 document supplemented by the City of Coquitlam's Supplementary General Conditions to CCDC 2 – 2008
- 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, other than the noted consent of surety.

3 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

“SGC’s” means City’s Supplementary General Conditions to the CCDC 2 – 2008.

“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 hə́hǵəmiḥə́h (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 ǵícə́y (kat-zee), and other Coast Salish Peoples.

4.2 Purpose

The City requests proposals from experienced qualified firms to provide construction services for **Burke Mountain Athletic Park Construction Services**.

4.3 Project Description

The Burke Mountain Athletic Park project is in the final phase of major earthworks to be completed in Spring 2025. Located at 3390 David Avenue in Coquitlam, the project includes the construction of a rubber running track, artificial turf field, four tennis courts, lighting, landscaping, site furnishings, walking and driving paths, and supporting infrastructure. The site integrates civil, structural, electrical, and landscape components.

4.4 Proposal Submission

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

4.5 Instructions to Proponents

- a) Proponents are responsible to inspect the existing site(s) during the designated site visit 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
 - ii. Proposal Submission Form
 - iii. Appendices
 - iv. Addendums as issued
- e) Figure dimensions of a drawing shall take precedence over measurements scaled from the drawing and large-scale drawings take precedence over those of a smaller scale. Supplementary drawings and specifications supersede their antecedents. Addenda drawings take precedent over all drawings. Addenda specifications take precedent over all specifications. In case of conflict between figured dimensions on a drawing and the dimensions of a specified product, the dimensions of the specified product will govern. The drawings and specifications complement each other and anything called for by one will be as binding as if called for by both. See section 01 11 00 Summary of Work in the Project Manual.
- 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) 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 the Contract between the City and the successful Proponent, and must be considered by the Proponent in preparing their Proposal.

4.6 Deviation from Specifications

Proponents are permitted to submit, in addition to a conforming Proposal, alternative Proposals that may deviate from the specification but, in the Proponent's opinion, meet or exceed the requirements and the broad intent of the specification. Though alternative Proposals will be given due consideration, the City is not obligated to accept them and is the sole judge as to whether alternative Proposals should be considered. 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 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.

Prices shall include the provision of all tools, materials, equipment, labour, transportation, fuel, supervision, management, overhead, materials, traffic control, services, all necessary packing and crating (where applicable), Canadian Customs import and export duties, freight, handling, insurance, all other associated or related charges, foreign, federal, provincial and municipal taxes, bonding costs, all licences, permits, inspections and all other requirements necessary for the commencement, performance and completion of Services as described.

Any applicable tariffs and the associated costs at the time of RFP close are to be included in the contract price and broken out in the Proposal Submission Form.

Taxes are to be shown separately at time of invoicing.

The lowest price of any Proposal will not necessarily be accepted but will be analyzed to determine best overall value.

4.8 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.

4.9 Evaluation Criteria

a) Mandatory Criteria (Pass/Fail)

1. **SUBMIT 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:
 - **A PERFORMANCE BOND IN THE AMOUNT OF 50% OF THE CONTRACT PRICE;**
 - **A LABOUR & MATERIALS PAYMENT BOND IN THE AMOUNT OF 50% OF THE CONTRACT PRICE.**
2. Have a minimum of 5 years of specialized experience on similar projects.

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

b) 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."

c) Submission Format and Content Authenticity

Lower scores may be assigned if Proposal Submission Forms:

- I. Are 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. Lack Authenticity and Have 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.

d) Evaluation Criteria and Points Allocation

Each proposal will be evaluated based on the following criteria:

Proposal Evaluation Summary	Maximum Points to be Awarded
Clarity of Proposal	5
Corporate Experience, Reputation, Capacity & Resources	30
Technical	30
Financial	35
Total	100

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

Clarity of Proposal

- Proposal is clear and required data is readily available

Corporate Experience, Reputation, Capacity and Resources

- Business and technical reputation and capabilities; experience, financial stability, capacity and resources
- Company experience
- Demonstrated performance and successful completion on recent projects of similar size, scope and complexity.
- Minimum of 5 years of specialized experience on similar projects.
- References (on-time completion, performance, within budget etc.)
- Availability of local post installation support
- Sustainable benefits
- Reconciliation
- Social Responsibility
- Health and Safety
- Value added benefits
- Superintendent's experience and key personal
- Subcontractor experience

Technical

- Delivery, set-up and execution of the work
- Quality Assurance and Quality Control
- Risk Mitigation
- Operation and Maintenance Procedures
- Patent Infringement Concerns
- Meeting Schedule and Completion Date

- Provide a week by week 'Gantt Chart' Construction Schedule
- Response warranty and non-warranty service calls
- Warranty terms - duration
- Meets or exceeds the Performance Specifications
- Durability of Product
- Sports association accreditation
- Life Cycle costs; maintenance, repair & replacement
- Past performance of product
- Wet weather experience
- Site Safety

Financial

- Total Lump Sum Price
- Price for Optional or Alternate Work
- Life Cycle costs; maintenance, repair & replacement costs

f) 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.

g) 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.

h) 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.

i) 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.

j) 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.

4.10 Project Timeline

Preliminary construction schedule for the project is:

Commence Construction Onsite: July 1, 2025 or earlier

Substantial Completion date: July 15, 2026 or earlier

Total Completion date: July 31, 2026 or earlier

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

4.11 Alternate Products

Requests for any proposed alternate product to be **submitted a minimum of seven days prior** to the Closing Date.

4.12 Specifications and Alternatives

If a Proponent proposes equipment other than those specified, it is the Proponent's responsibility to provide sufficient information in its Proposal to enable the City to assess equivalency and determine acceptability. Except where stated otherwise in the RFP or its appendices, Proponents must ensure their Proposal meets the City's performance requirements. If a Proponent cannot meet the Specifications, it may propose an alternative that it considers equal or superior.

Proponents must clearly identify any variances from the City's Specifications and provide supporting descriptive literature. Additionally, Proponents may propose alternative equipment that meets most of the Specifications if it is readily available for immediate delivery. The City will review such alternatives for suitability to expedite delivery but is under no obligation to accept them. The City will determine acceptable deviations and overall best value.

All alternates and options selected by the Owner will be formalized in the contract via addendum prior to execution of the Contract. After Contract execution, no alternates or substitutions will be accepted unless they can be shown to provide benefit to the Owner.

4.13 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 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.

The Contractor is fully responsible for all ESC measure necessary during the Work.

6 SCOPE OF SERVICES

6.1 Scope of Work

The Burke Mountain Athletic Park project is in the final phase of major earthworks and is to be completed in Spring of 2025. The Contractor should provide all the necessary labour, materials, equipment and supervision to complete the Work as herein specified and shown on the drawings and as outlined in the Specifications. This project includes a rubber running track, artificial turf field, four tennis courts, lighting, landscaping, site furnishings, walking and driving paths and supporting infrastructure. This is a fully developed site that encompasses civil, landscaping, structural, and electrical assemblies and services. Prior to site take-over ESC is monitored by Aplin Martin Consultants and managed by Yellowridge Construction through the City. The General Contractor will need to co-ordinate with the neighbouring sites for any overlap areas. A full site ESC planning and implementation needs to be completed by the Contractor with monitoring done by Aplin Martin Consultants.

Site location: 3390 David Avenue, Coquitlam.

The Contractor is fully responsible for the provision and cost of temporary power.

For further details, refer to:

- Appendix B – Project Manual (specifications) -
 - Which includes the following Geo-technical Reports:
 - ❖ March 24/25 by Thurber
 - ❖ January 17, 2025
 - ❖ May 5, 2023 by Thurber
 - ❖ March 29, 2023 by Thurber
 - ❖ April 30, 2004 Preliminary Geotechnical Assessment by Golder
 - ❖ Nov.27, 2011 Preliminary Geotechnical Investigation by Centennial Geotechnical
 - ❖ Dec.10, 2020 Geotechnical Investigation Report by GeoPacific
- Appendix C – Architectural drawings
- Appendix D - Structural Drawings

- Appendix E - Electrical Drawings
- Appendix F - Civil Drawings
- Appendix G - Landscape Drawings

6.2 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 Proponent 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.

6.3 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.

6.4 Staging Area

The Contractor is to keep all materials and equipment within an area to be determined. The Contractor will submit their laydown requirements and security fencing strategy to the City for approval prior to mobilizing on site. Refer to **Appendix B – Project Manual (specifications)** for clarification.

6.5 Delivery, Storage, and Handling

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 Contractor's 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. Refer to **Appendix B – Project Manual (specifications)** for clarification.

6.6 Services, Utilities and Infrastructure

The Contractor is responsible to contact BC 1 Call to determine the exact location of all existing site utilities and services. The Contractor is directed to make special enquiry of the authorities, companies, individuals owning or operating all, conduits, cables, tracks and other structures and services, and to determine their character and locations and verify the accuracy of the information obtained. The City of Coquitlam does not ensure the accuracy of such information and that any such information shown on Drawings is

furnished as the best available, and is to be interpreted as the qualified Contractor deems appropriate. The City disclaims all responsibility for its accuracy or sufficiency.

6.7 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. Refer to **Appendix B – Project Manual (specifications)** for clarification.

6.8 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.

6.9 Progress Report

The Contractor is to provide progress reports to the City's representative in accordance to **Appendix B – Project Manual (specifications)**.

6.10 Good Neighbor Development Policy

This policy outlines the City's expectations during the Work. The Good Neighbor Development Policy and checklist can be found on the City of Coquitlam's website (www.coquitlam.ca).

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

6.11 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.



City of Coquitlam

PROPOSAL SUBMISSION FORM

RFP No. 25-002

Burke Mountain Athletic Park Construction Services

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. 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.

b) Experience

Have a minimum of 5 years of specialized experience on similar scope, complexity and cost.

☐ Confirmation have 5 years or more experience.

2. DEPARTURES AND AWARD

a) **Contract** - I/We have reviewed the City's Supplementary General Conditions (SGC's) to CCDC 2 – 2008, and would be prepared to enter into in an agreement that incorporates the SGC's, 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) / Alternates(s) / Addition(s)

3. CORPORATE EXPERIENCE, REPUTATION, CAPACITY AND RESOURCES

a) Capabilities, Capacity and Resources
--

Contractor 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 (including wet weather experience): |
|--|

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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) Proponent's Ability to Back the Warranty
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Describe the manner in which the Proponent proposes to back the Warranty to be provided under the terms of this RFP. Indicate the approximate value of work (or sales, as applicable) completed by the Proponent for each of the past three (3) years.
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c) Proponent's History Relating to Synthetic Fields and Tracks

Provide the Proponent's history with particular reference to experience with the supply and installation of synthetic turf fields and tracks, including the total number of fields and tracks installed. A list of fields and tracks installed over the past ten (10) years should also be provided. Provide details of elastic layer installations with total number of installations and list for the past 10 years

d) Proponent's Installation Crew's Superintendent's Qualifications

Provide a resume for the proposed superintendent of the installation crew giving details on qualifications and experience relating to the installation of synthetic turf fields including descriptions of synthetic turfs installed. Provide names and telephone numbers of references for the proposed superintendent.

e) References

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

Reference No. 1

Description of Contract	
Size and Scope	
Work Performed	
Start Date	
End Date	
Contract Value	
Project completed on budget	
Project completed on schedule	
Reference Information	Company:
	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:

f) 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.				
vii.				

g) Proponent's Post-Installation Support

- a) Describe the post-installation support which will be provided. Provide the details of any permanent local post-installation support personnel.

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- b) Provide details of the company's typical response time for follow-up service calls including the location of the nearest service centre to the Project. Indicate whether the City would incur travel expenses for out-of-warranty service requests.

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h) Sub-contractors

The following Sub-contractors will be utilized in provision of the Services and will comply with all the terms and conditions of this RFP. No changes, additions or deletions are to be made to these subcontractors without the City's written approval:

Turf Sub-Contractor	
Legal Name	
Trade/Services Performed	
Background and Experience	
Contact Information	Name:
	Phone Number:
	Email Address:

Rubber Surface Track Sub-Contractor	
Legal Name	
Trade/Services Performed	
Background and Experience	
Contact Information	Name:
	Phone Number:
	Email Address:
	Phone Number:
	Email Address:

Electrical Sub-Contractor	
Legal Name	
Trade/Services Performed	
Background and Experience	
Contact Information	Name:
	Phone Number:
	Email Address:
	Phone Number:
	Email Address:

Concrete Sub-Contractor	
Legal Name	
Trade/Services Performed	
Background and Experience	
Contact Information	Name:
	Phone Number:
	Email Address:
	Phone Number:
	Email Address:

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

j) 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

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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:

--

k) Environmental Concerns and Opportunities

Confirm the proposed synthetic turf system (synthetic turf fibre, backing, infill, adhesives and all other components) meets all current Canadian environmental regulations (for public sports field/playground use) with respect to contaminants such as lead and other hazardous materials. Confirm that the synthetic turf system will continue to meet all current Canadian environmental regulations upon installation and throughout the life of the Warranty.

Provide details of any environmentally sustainable or 'green' features of the turf system including recycled content, alternate infill material(s) proposed, recyclability of turf system when replaced in future, heavy metal content of fibre, and other relevant information.

--

I) Value-Added Elements

Describe in detail any value-added elements that will provide additional benefits or value to the City. Proponents should also describe in this section any potential cost saving measures that might be possible through alternative design standards or Specification modifications.

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. Include a Gantt chart and or annotated project schedule.

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

- ii. **Quality Assurance** - Provide the measures the Proponent will use to maintain quality control for the Services being performed.

- iii. **Risk Factors** - Describe the risk factors anticipated and how the Proponent intends to mitigate these.

- iv. **Safety** - Proponent is to state how they will address safety on the work site.

b) Operation and Maintenance Procedures

- .1 Describe the general operations and maintenance procedures for each turf type included in the Proposal.
- .2 Identify any special operations and maintenance equipment required.

c) Sport Association Accreditation & References from Field Hockey & Soccer Users

Proponents are to submit documentation for each type of turf indicating FIFA accreditation for Soccer (*FIFA Quality Pro*).

d) Patent Infringement Concerns

Proponents are to submit documentation confirming that their turf product does not infringe any existing or pending Canadian patent. Provide the details of any outstanding unresolved patent infringement claims or any active legal action(s) filed against the Proponent or against the owner of a past or current synthetic field installation supplied or installed by the Proponent. Provide the details (where legally permitted to do so) of the outcome of any resolved past patent infringement claims.

e) Warranty

- .1 Confirm that the eight (8) year Warranty with the terms and conditions exactly as specified in the RFP will be provided.
- .2 Indicate if the Proponent has any outstanding warranty claims that have not been resolved to the satisfaction of the field owner.
- .3 Provide details of any additional Warranty benefits offered (ie. extended Warranty duration, etc.).

f) Acceptance of Base Design

Proponents must provide confirmation that they will accept the existing base (E-Layer) for the synthetic turf(s) for which a Proposal is being submitted and that they will be prepared to certify the turf(s) installation providing the base has been constructed in

accordance with good industry standards. The base is considered to be all base materials and drainage under the synthetic turf surfacing. Refer to the Project Drawings for details.

g) Schedule

Indicate the proposed schedule (in weeks) for the new synthetic turf installation including the proposed sequencing and duration of the turf system manufacture and delivery. Confirm whether the key dates indicated in the RFP can be achieved.

h) Environmental Concerns and Opportunities

Confirm the proposed synthetic turf system (synthetic turf fibre, backing, infill, adhesives and all other components) meets all current Canadian environmental regulations (for public sports field/playground use) with respect to contaminants such as lead and other hazardous materials. Confirm that the synthetic turf system will continue to meet all current Canadian environmental regulations upon installation and throughout the life of the Warranty.

Provide details of any environmentally sustainable or 'green' features of the turf system including recycled content, alternate infill material(s) proposed, recyclability of turf system when replaced in future, heavy metal content of fibre, and other relevant information.

i) PRELIMINARY CONSTRUCTION SCHEDULE

Indicate schedule with bar chart with construction durations but not limited to. Contractor to add activities with durations as required.

CONSTRUCTION ACTIVITY																

Prior to the start of construction, the Contractor will be required to provide a detailed **CONSTRUCTION SCHEDULE** 'Gantt Chart' Schedule in a MS Project format. Subsequently, the Contractor is to provide an updated construction schedule with each progress claim.

Commence Construction Onsite **July 1, 2025 or earlier**

Substantial completion date **July 15, 2026 or earlier**

Total Completion Date **July 31, 2026 or earlier**

j) WARRANTY - Proponent is to state:

I. Response for non-warranty calls:	
II. Response time for warranty calls:	
III. Warranty duration:	
IV. State warranty terms (use space below and/or attach additional information to your Proposal):	

k) Technical Product Data

For each synthetic turf product for which a price is provided in the Proposal form, the Proponent is to complete a technical product data sheet..

l) Technical Product Data Sheet

Provide the following information for each Synthetic turf system proposed in the RFP.

Product Name	
Product Construction (Check all as applicable):	
Hybrid Monofilament and Slit Film	<input type="checkbox"/> Yes <input type="checkbox"/> No
Secondary Thatch Layer	<input type="checkbox"/> Yes <input type="checkbox"/> No
Tufted	<input type="checkbox"/> Yes <input type="checkbox"/> No
Knitted	<input type="checkbox"/> Yes <input type="checkbox"/> No

Property	Minimum Spec	Units	ASTM
Pile Yarn Composition		Product identification	
Minimum Yarn Denier			D1577
Maximum Yarn Denier			D1577
Yarn Breaking Strength		gms./denier	D2256
Yarn Melting Point		° C	D789
Pile Height		millimeters	D5823
Yard Ends per Stitch			
Pile Weight		oz./sq.yd	D5848
Primary Backing Wt		oz./sq.yd	D5848
Secondary Backing Wt		oz./sq.yd	D5848
Total Weight		oz./sq.yd	D5848
Tuft or Stitch Spacing		per inch	D5793
Stitch Gauge		Inch	D5793
Tuft Bind (without infill)		lbs.	D1335
Grab Tear Strength		lbs	D5034
Roll Width (15)		feet	
Impact Attenuation (max)			
• completion		Gmax	F355
• 12 months		Gmax	F355
• 36 months		Gmax	F355
• 60 months		Gmax	F355
• 96 months		Gmax	F355
Pill Burn Test		(Pass/Fail)	D2859
Drainage Rate (including infill)		mm/hr	F2898
Heavy Metals and Total Organic Fluorine	(attach safety data sheets and lab test results)		

m) TECHNICAL PRODUCT DATA SHEET

Supplier to provide results for FIFA Quality Pro Performance Standards for FIFA Quality Pro designation in accordance with the FIFA Quality Programme for Football Turf October 2015 Edition of the Handbook of Test Methods.

n) Sport Association Accreditation & References

Proponents are to submit documentation for each type of turf indicating FIFA accreditation for Soccer (*FIFA Quality Pro*).

- o)** Provide details of the company's typical response time for follow-up service calls including the location of the nearest service center to the Project. Indicate whether the City would incur travel expenses for out-of-warranty service requests.

p) Operation and Maintenance Procedures

- .1 Describe the general operations and maintenance procedures for each turf type included in the Proposal.
- .2 Identify any special operations and maintenance equipment required.

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	Unit of Measure	PRICE (exclude GST)
i.	General Conditions		\$
ii.	Mobilization & Site Preparation including installation and maintenance of erosion sediment control, site access and construction safety fencing		\$
iii.	Earthworks (excavation, backfill and subgrade preparation)		\$
iv.	Subsurface Drainage including supply and installation of lawn basins, manholes and trench drains		\$
v.	Hardscaping including supply and installation of the asphalt and concrete walkways, curbs, stairs, seat walls and pads		\$
vi.	Soft Landscaping – including growing medium, lawn, planting beds and trees		\$
vii.	Irrigation		\$
viii.	Shotcrete Facing		\$
ix.	Synthetic Turf – including supply and installation of base prep, shock pad and infill		\$
x.	Rubber Surface Track – including supply and installation of base prep		\$
xi.	Sports Court Acrylic Surfacing – including supply and installation of base prep		\$

xii.	Guardrail, Fencing and Gates - including supply and installation of bollards and player shelters.		\$
xiii.	Lights and all electrical		\$
xiv.	Site Furnishings		
xv.	Testing		\$
xvi.	50% Labour & Material Payment Bond		\$
xvii.	50% Performance Bond		\$
xviii.	Insurance		\$
xix.	Demobilization		\$
xx.	Close-Out Documentation		\$
xxi.	Tariffs (if applicable provide detailed price breakdown by item)		\$
xxii.	Other not Listed:		\$
	TOTAL		\$

b) TARIFF IMPLICATIONS – Identify any components or products that have additional costs due to tariffs/counter tariffs currently in place. Provide the tariff classification code, applicable tariff percentage, and amount of the tariffs. Indicate if those costs are included in the bid price

ITEM	COMPONENT (included in bid price y/n)	Tariff %	Tariff \$
i.			\$
ii.			\$
iii.			\$

c) OPTIONAL ITEMS – PRICE - The following is a list of Optional Prices and forms part of this Contract, upon the acceptance of any or all of the Optional Prices by the City. The Optional Prices are a deduction from or addition to the Total Proposal Price and do not include GST. **DO NOT** state a revised Total Proposal Price.

ITEM	SCOPE OF WORK	Unit of Measure	PRICE (exclude GST)
i.	Rock face Shotcrete Wall on Lock Block Walls		\$
ii.	Anti-graffiti coating for Lock Block Walls – 3m high		\$
iii.			\$

d) ADDITIONAL LABOUR RATES

The following are rates for qualified trades personnel that would be used for valuing additional work and services beyond the scope of this RFP on an “as needed and when requested” basis. These rates are all inclusive without limitation, including all labour, wages, taxes and assessments, benefits payable in accordance with applicable laws, mobilization and demobilization, supervision, administration, small tool allowance including small tool rental, overhead and profit.

ITEM	SCOPE OF WORK	Unit of Measure	PRICE (exclude GST)
i.	Project Manager		\$
ii.	Project Coordinator		\$
iii.	Site Superintendent		\$
iv.	Foreperson		\$
v.	Labourer/Helper		\$
vi.	Other not listed above (specify)		\$

e) UNIT - PRICE - Unit Prices to include labour and machine time. For all storm, sanitary, and supply piping unit pricing to include trenching and backfilling as per specification.

Line Item	Item	Unit	Prices ADD	Prices DELETE
1	EXCAVATION AND DISPOSAL OF UNUSED CUT MATERIALS (CUBIC METER)	M3	\$	\$
2	MATERIAL BACKFILL	M3	\$	\$
3	19MM MINUS CRUSHED GRANULAR BASE	M3	\$	\$
4	75MM MINUS SELECTR GRANULAR SUBBASE	M3	\$	\$
5	TURF - 50MM FIELD TOP COURSE PERMEABLE AGGREGATE	M3	\$	\$
6	TURF – 200MM PERMEABLE FIELD BASE COURSE	M3	\$	\$
7	100MM DIAMETER PERFORATED PVC SDR 35 PIPE	LM	\$	\$
8	50MM SCH40 CSA PVC MAINLINE PIPE (IRRIGATION)	LM	\$	\$
9	75 MM SCH40 CSA PVC MAINLINE PIPE (IRRIGATION)	LM	\$	\$
10	RAINBIRD 1806-SAM-PRS SERIES, 100MM FIXED POP-UP SPRAY HEAD – MPR NOZZLES	EACH	\$	\$
11	RAINBIRD 1812-SAM-PRS SERIES, 150MM FIXED POP-UP SPRAY HEAD – MPR NOZZLES	EACH	\$	\$

12	RAINBIRD 5004-SAM-PRS SERIES, 125MM MEDIUM POP-UP ROTAR WITH RAIN CURTAIN NOZZLES	EACH	\$	\$
13	RAINBIRD ROOT WATERING SYSTEM: RWS-B-C-1402 W/SOCK	EACH	\$	\$
14	ASPHALT 'VEHICLE' RATED 75MM	M2	\$	\$
15	CONCRETE 'PEDESTRIAN' RATED 125MM	M2	\$	\$
16	LAWN BASIN AS PER MMCD STD. DWG S12	PER	\$	\$
17	HDPE PERFORATED PIPE	LM	\$	\$
18	TRENCH DRAIN – KS100 (WITHOUT GRATE)	LM	\$	\$
19	TRENCH DRAIN – ACO SPORT 4000 (WITHOUT GRATE)	LM	\$	\$
20	TRENCH DRAIN GRATE (PEDESTRIAN) – TYPE 494Q – BLACK – LONGITUDINAL PLASTIC – PART 97393 PER DETAIL 5+6, LD-06	LM	\$	\$
21	TRENCH DRAIN GRATE (VEHICULAR) – TYPE 478Q –LONGITUDINAL IRON – PART 03314 PER DETAIL 5+6, LD-06	LM	\$	\$
22	CONCRETE RUNNEL PER DETAIL 2, LD-06	LM	\$	\$
23	SOD	M2	\$	\$
24	KEYSTONE COMPAC SMOOTH SERIES BLOCK WALL	M2	\$	\$
25	1.2M GUARDRAIL PER DETAIL 3, LD-03	LM	\$	\$
26	1.2M DOUBLE RAIL CHAINLINK AS PER DETAIL 1/LD-03	LM	\$	\$
27	3.0M HIGH FENCE AS PER DETAIL 2/LD-03	LM	\$	\$
28	1.2M CHAINLINK GUARDRAIL AS PER DETAIL 3/LD-03	LM	\$	\$
29	TREE PLANTING – DECIDUOUS AS PER DETAIL 1/LD-01	EACH	\$	\$
30	TREE PLANTING – CONIFEROUS AS PER DETAIL 2/LD-01	EACH	\$	\$
31	SHRUB PLANTING - #1 POT AS PER DETAIL 3+4/LD-01	EACH	\$	\$
32	SHRUB PLANTING - #2 POT AS PER DETAIL 3+4/LD-01	EACH	\$	\$
33	SHRUB PLANTING - #3 POT AS PER DETAIL 3+4/LD-01	EACH	\$	\$
34	SHOTCRETE SMOOTH FACE	M2	\$	\$
35	SHOTCRETE ROCK FACE	M2	\$	\$

36	CONTINUOUS CURB 300x300 PER DETAIL 1, LD-06	LM	\$	\$
37	CONTINUOUS CURB 300x400 PER DETAIL 1, LD-06	LM	\$	\$
38	RAINBIRD PEB SERIES ECV WITH 24V. SOLENOID PRE-INSTALLED	EACH	\$	\$
37	75MM – HDPE WATER PIPE (CIVIL)	LM	\$	\$
38	19MM – PE WATER PIPE (CIVIL)	LM	\$	\$
39	CATCH BASIN (MMCD)	EACH	\$	\$
40	CATCH BASIN (TRACK)	EACH	\$	\$
41	150MM DIAMETER PVC SDR28 STORM LEADS	LM	\$	\$
42	SWALE (1.2M)	LM	\$	\$
43	SWALE (1.0M)	LM	\$	\$
44	SWALE (0.5M)	LM	\$	\$
45	FRENCH DRAIN ASSEMBLY	LM	\$	\$

Attention Purchasing Manager:

1. **I/We, the undersigned duly authorized representative of the Proponent**, having received and carefully reviewed all of the Proposal documents, including the RFP and any issued addenda posted on the City's website www.coquitlam.ca/Bid-Opportunities, and having full knowledge of the Site, and having fully informed ourselves as to the intent, difficulties, facilities and local conditions connected to performing the Services; submit this Proposal in response to the RFP.
2. **I/We** agree to the rules of participation outlined in the **Instructions to Proponents** (per section 2 of RFP) and should our Proposal be selected, agree to the City's **Supplementary General Conditions** (SGC's) to CCDC 2 – 2008, and would be prepared to enter into in an agreement that incorporates the SGC's, and will accept the City's Contract as defined within this RFP document.
3. **I/We confirm** that, if I/we am/are awarded the Agreement, I/we will at all times be the "Prime Contractor" as provided by the Worker's Compensation Act (British Columbia) with respect to the Services. I/we further confirm that if I/we become aware that another contractor at the place(s) of the Services has been designated as the "Prime Contractor", I/we will notify the City immediately, and I/we will indemnify and hold the City harmless against any claims, demands, losses, damages, costs, liabilities or expenses suffered by the City in connection with any failure to so notify the City.
4. **I/We acknowledge** receipt of the following Addenda related to this Request for Proposals and have incorporated the information received in preparing this Proposal.

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.