

City of Coquitlam

Request for Proposals

RFP No. 25-113

House Removal  
(Relocation or Demolition) and  
Landscape Reinstatement Services

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**Attachment 1 – Demolition Plan**

**Attachment 2 – Specifications**

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**Attachment 4 – Planning and Design BC One Ticket for Information**

**Attachment 5 – Indemnity Agreement**

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

## 1

## KEY DATES

<b>RFP Issue Date</b>	<b>Tuesday, December 16, 2025</b>
<b>Non-Mandatory Site Visit: Date Time and Location</b>	<b>Friday, January 9, 2026</b> <b>Starting at 2:00 PM</b> <b>LOCATION: 566 Cottonwood Ave</b>
<b>RSVP Attendance:</b> This site visit is intended primarily for house relocation Contractors to inspect the house, and demolition Contractors are not required to attend The house is currently occupied, and Proponents are not permitted to attend onsite without prior written authorization from the City.	Limit of 1 (one) representatives per prospective Proponent to enter the house. Proponents are to email <a href="mailto:bid@coquitlam.ca">bid@coquitlam.ca</a> by <b>Wednesday, January 7, 2026 2:00 PM</b> to express interest in attending. As the house is occupied the amount of walk-through will be limited to 5 people at a time in 20 minute increments. City will confirm your timeslot.
<b>Deadline for Questions</b> Send questions to: <a href="mailto:bid@coquitlam.ca">bid@coquitlam.ca</a> referencing the RFP name and number.	<b>2:00 PM (local time)</b> <b>Wednesday, January 14, 2026</b>
<b>Submission Deadline</b>	<b>2:00 PM (local time)</b> <b>Monday, January 19, 2026</b>

**Please Note:** The Procurement Department at City Hall will be closed at 12:00 PM on Wednesday, December 24, 2025 and reopen at 08:00 AM on Friday, January 02, 2026. Inquiries will not be reviewed until January 02, 2026. City service operations will remain in full service

2 **PROCUREMENT REQUIREMENTS, GUIDELINES, AND TERMS & CONDITIONS**

All applicable requirements, guidelines, and terms and conditions for City procurement processes including, but not limited to, RFPs, RFIs, and RFIs etc. are available on the City's website under [City Purchasing Information](#).

To be eligible for the award, the City requires only the successful Proponent to agree to and have the following in place before providing any Goods or Services. The applicable requirements to this process are:

- a) Instructions to Proponents
- b) City Standard Terms and Conditions - Purchase of Goods and Services

**Do Not Submit – The items below are not required as part of this RFP Proposal. The City will request this documentation from the successful Proponent prior to entering into an agreement for Services.**

- c) Commercial General Liability (CGL) insurance \$5M coverage provided on the City's Certificate of Insurance – Contractor Form
- d) Prime Contractor Designation Form and be responsible for all the Work at the site in accordance with WCB regulations

- e) Be registered and provide WorkSafeBC clearance; upon request, the City may request an employer report
- f) A City of Coquitlam or Tri Cities Intermunicipal Business License is required for any Contractor performing Work within the City or if their office is located within the City, excluding delivery-only services.
- g) Attachment 5 – Indemnity Agreement

### 3 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 and **Attachment 5 – Indemnity Agreement** 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.

**“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 hə́ŋqə́mihə́ŋ (HUN-kuh-MEE-num) word kwikwə́lə́m (kwee-KWET-lum) meaning “Red Fish Up the River”. The City is honoured to be located on the kwikwə́lə́m traditional and ancestral lands, including those parts that were historically shared with the qíćə́y (kat-zee), and other Coast Salish Peoples.

### 4.2 Purpose

The City of Coquitlam (“City”) requests proposals from qualified, experienced companies to provide **House Removal (Relocation or Demolition) and Landscape Reinstatement** located at:

566 Cottonwood Ave  
Coquitlam, BC V3J 2S2

### 4.3 Drawings and Site Inspection

- a) Proponents are responsible for reviewing all drawings and documents provided with this RFP and must ensure they understand the scope, constraints, and requirements of the Work.
- b) The property is currently tenanted. Proponents shall not visit or enter the premises on their own. Access to the site is restricted to the City-scheduled site visit only.
- c) A City scheduled site visit will be held as outlined in the Key Dates section. Proponents are responsible for attending and for familiarizing themselves with the visible site conditions during the visit. Failure to attend the scheduled site visit does not relieve the successful Proponent from meeting all requirements of the Contract.
- 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.
- 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.
- 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.

#### 4.4 Prices

Prices shall be all-inclusive and stated in (Canadian Funds). Prices 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.

#### 4.5 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.

#### 4.6 Evaluation Criteria

##### a) **Mandatory Criteria (Pass/Fail)**

**Minimum Experience** – Proponents must have completed a minimum of **three (3) house removals** (relocation or demolition) within the last **five (5) years**.

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. 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.

d) Evaluation Criteria and Points Allocation

Each proposal will be evaluated based on the following criteria:

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

e) 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
- Key Personnel on project team, qualifications and experience
- Health and Safety

**II. Sustainable Benefits and Social Responsibility**

- Sustainable benefits
- Reconciliation
- Social Responsibility

**III. Technical**

- Methodology, set-up and execution of the Work
- Quality Assurance and Safety
- Risk management
- Relocation feasibility
- Volume of demolition materials disposed and reused
- Ability to comply with the stated specifications and requirements
- Proposed Schedule and Completion Date

**IV. Financial**

- Total Price



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.

#### 4.7 Project Timeline

Estimated timelines for the project are:

**Estimated Award of Contract: February 6, 2026**

**Substantial Completion (house removed): May 1, 2026**

#### 4.8 Bidders List

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

#### 4.9 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 **SCOPE OF SERVICES**

#### 5.1 General

The City purchased the property in 2016 for the purposes of parkland expansion. The existing structures and landscaping must be removed in accordance with the Contract Documents for the City to proceed with park construction.

- The house located at 566 Cottonwood Avenue will become the Contractor’s property “as-is”, whether it is relocated or demolished.
- Based on information available to the City from the 2016 MLS listing at the time of property purchase, the house is generally understood to have the following characteristics:
  - Floor area: approximately 4,070 square feet
  - Year Built: 1995
  - Construction: Wood frame
  - Foundation: Concrete Perimeter
  - Exterior: Mixed, Vinyl
  - Roof: Asphalt
  - Fireplace: Natural Gas (3)
  - Garage: Double

**This information has not been independently verified by the City and is provided solely for general reference. Proponents are responsible for verifying all existing conditions during the scheduled site visit and as part of their own due diligence.**

- Exterior landscaping is in conflict with park development plans, including existing hedges, fencing, driveway, and a low timber log retaining wall, and is in scope for removals. This is considered incidental to the demolition and shall be removed by the Contractor along with the buildings concrete foundation.

- Acceptable backfill material type and finished grade is specified.
- The City's Project Manager shall issue a Notice to Proceed to the successful proponent following confirmation of all required permit processes.
- Following the Notice to Proceed, all materials handled by the Contractor becomes the property of the Contractor. Demolition materials must be taken to an appropriate facility, in accordance with the type of material.

The Contractor shall be responsible for the removal, sorting, and proper disposal of all demolished materials. The Contractor shall support the City, in its capacity as *Property Owner* in the Demolition Permit, in filling out a Waste Management Declaration Form (**Attachment 3 – Conditional Demolition Permit Requirements**). The Contractor shall be responsible for submitting a BC One call for the work, a Planning and Design ticket was submitted by the City and is attached to the RFP for information purposes only (**Attachment 4 – Planning and Design BC One Ticket for Information**).

## 5.2 Scope of Work

The Work includes, but is not limited to, supply, delivery, installation, provision of all labour, supervision, equipment, tools, materials, transportation, and incidentals necessary for **House Removal (Relocation or Demolition) and Landscape Reinstatement** as stated in this RFP and appendices to complete the removal of the existing house located at 566 Cottonwood Avenue by either:

**Option A – House Relocation (Preferred Method)**

**Option B – House Demolition and Removal (Secondary Method)**

**The City's preferred approach is for the house to be safely relocated, as proposed by the Contractor. If one or more compliant relocation Proposals are received, the City will evaluate and consider relocation Proposals first and in accordance with the RFP evaluation criteria. Demolition Proposals will be considered only if:**

- no compliant relocation Proposal is received, or
- the relocation Proposal(s) are determined to be unfeasible or cannot meet the City's Project Timeline, or
- relocation is not in the City's best interest.

**The City has no role in identifying, selecting, approving, or evaluating any receiving site. Any receiving site is solely the Contractor's responsibility, with the City's involvement limited to a high-level review for permitting compliance and feasibility only.**

a) House Relocation Option (Preferred)

Where relocation is proposed, the Contractor shall provide:

I. Relocation Feasibility and Permits

Proponents are not required to have permits in place at the time of Proposal submission. However, any Proponent proposing relocation must clearly demonstrate that:

- An understanding of the types of permits and approvals that would be required for a house move to the intended location outlined in the proponent's form of proposal, such as oversize/overweight transportation permits, street-use approvals, utility coordination, and building-related approvals.
- Experience securing permits on similar projects and have established processes to obtain them
- All required permits can realistically be secured within the City's Project Timeline
- Methodology and schedule account for utility coordination, traffic management, and move logistics
- The proposed move concept (general routing considerations or anticipated constraints) is feasible within the operational window.

Proponents must provide a high-level outline of anticipated permitting steps and estimated timelines to demonstrate that the relocation option can be achieved without impacting the City's required completion date. Detailed routes, confirmed receiving-site permits, or formal permit applications are **not required** at the time of submission.

II. Preconstruction:

- Site and environmental protection measures, BC One Call and related site mobilization.
- Boarding and securement of the house in accordance with the requirements of local fire authorities (**Attachment 3 – Conditional Demolition Permit Requirements**).

III. Structure Preparation:

- Disconnection of all on-site utilities and services in compliance with applicable regulations.
- Structural separation from foundation and preparation for lifting/moving.
- Cribbing, lifting, and stabilization of structure.

IV. Transportation and Placement:

- Transportation of structure to receiving site using approved routes.
- All traffic control, street-use management, and signage.
- Utility lifting coordination and scheduling.

b) House Demolition Option (Secondary)

Where demolition is required, the Contractor shall provide:

- I. Pre-Demolition Requirements:
    - Completion of all utility disconnections.
    - Erection of construction fencing and safety barriers.
  - II. Demolition Work
    - Mechanical or manual demolition of the structure.
    - Sorting of materials to maximize recycling and diversion, reporting to the City all categorized waste management tonnage and disposal locations (Attachment 3).
    - Removal of foundation, footings, and sub-structures.
  - III. Disposal
    - Transport and disposal of all materials at approved facilities.
    - Provide tipping receipts demonstrating legal disposal and recycling.
- c) Landscape Reinstatement (Applicable To Both Options)
- I. Removals
    - Expose, Remove and dispose of on-site utilities within the lot, expected to include sanitary, water, and storm servicing as noted on the Demolition Plans (**Attachment 1 – Demolition Plan**).
    - Remove and dispose of existing building foundations, exterior stairs, handrails, driveway, and pavements indicated on the Demolition Plans (**Attachment 1 – Demolition Plan**).
    - Remove and dispose of trees (including roots) indicated on the Demolition Plans (**Attachment 1 – Demolition Plan**) for removal.
    - Remove and dispose of existing privacy fencing and hedges (including roots) along the west and south property lines, including low log retaining wall along the west property line.
    - Remove and dispose of existing privacy hedges (including roots) along the east property line, carefully retaining and protecting the existing timber fence (shared private property).
    - Sorting of materials to maximize recycling and diversion, reporting to the City all categorized waste management tonnage and disposal locations **Attachment 3 – Conditional Demolition Permit Requirements**.
  - II. Backfill and Grading
    - Import, place, and compact specified material or alternative pre-approved fill (**Attachment 2 - Specifications**).
    - to meet finished grades at all disturbed areas and at all property extents.
    - Ensure positive drainage and stabilization.

III. Surface Preparation

- Rough and fine grading of disturbed areas.
- Removal of construction debris from the site.

IV. Final Condition

- Deliver site in a clean, level, and safe condition suitable for upcoming park development works.
- All finished grades shall be relatively level and shall meet any existing grades that have been retained at property extents.

5.3 Drawings and Reference Documents

The Work shall be completed in accordance with the provided attachments:

- **Attachment 1 – Demolition Plan**
- **Attachment 2 – Specifications**
- **Attachment 3 – Conditional Demolition Permit Package**

The *Att. 1 – Demolition Plans* shall be read in conjunction with the *Att. 2 – Specifications* and *Att. 3 – Conditional Demolition Permit Package* for completeness in the interpretation of the requirements.

5.4 City Provided

The City will be responsible for:

- Disconnection of public foreign utilities at the property line: gas, hydro, cable;
- Disconnection and capping of Coquitlam utilities at the property line: water main, storm main and sanitary main; and
- Preparation and submission of Demolition Permit and related permit fees (the Contractor will be subject to the conditions of the issued Demolition Permit).

5.5 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.

5.6 Regulatory and Compliance Requirements

The Contractor shall perform all services in accordance with the latest editions of applicable codes, standards, and regulations, including all provincial amendments and local by-laws. Where multiple requirements apply, the most stringent shall govern. The Contractor shall ensure all design documentation, specifications, and coordination activities comply with the following:

a) General Requirements

- British Columbia Building Code
- Local municipal codes, permitting, and inspection requirements
- British Columbia Fire Code

b) Safety Requirements

- WorkSafeBC Occupational Health and Safety Regulation
- Worker's Compensation Act (British Columbia)

5.7 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.

5.8 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.

Tree protection fencing is required for trees to be retained, as identified through the Demolition Plan **Attachment 1 – Demolition Plan**.

An ESC Permit from the City of Coquitlam is not required for the project at this time. Best practices defined under the City webpage must be maintained as the minimum quality of care through the course of demolition.

The City's [Stream and Drainage System Protection Bylaw \(No. 4403, 2013\)](#) and Best Practices information is here.

Additional environmental protection measures may be required, should the Work result in any impact to trees, shrubs and hedges during bird nesting season (observed between March 1 and Aug 31 each year).

5.9 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.

5.10 Extra Work

The Contractor must receive written approval from the City prior to commencing any additional works which will affect the project cost or schedule. The Contractor will be requested to submit a contemplated change order for review and approval by the City.

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

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



City of Coquitlam

## PROPOSAL SUBMISSION FORM

RFP No. 25-113

### House Removal (Relocation or Demolition) and Landscape Reinstatement

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. MANDATORY REQUIREMENTS

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

**Minimum Experience** – Proponents must have completed a minimum of **three (3) house removals** (relocation or demolition) within the last **five (5) years**.

☐ **Yes – Requirement Met**

☐ **No – Requirement Not Met**

**List three relevant projects completed within the last five (5) years:**

1.

2.

3.

## 2. DEPARTURES

**a) CONTRACT** - I/We have reviewed the City's **Standard Terms and Conditions - Purchase of Goods and Services** and **Attachment 5 – Indemnity Agreement** and would be prepared to enter into an agreement that incorporates the City's Standard Terms and Conditions, amended by the following departures (list, if any):

Section	Requested Departure(s) / Alternative(s)

**b) SERVICES** - I/We have reviewed the Scope of Services as described in this RFP and are prepared to meet those requirements, amended by the following departures and additions (list, if any):

Requirements – Requested Departure(s) / Alternate(s) / Addition(s)

**c) OPTION** – Which option are you submitting for:

☐ Relocation option

☐ Demolition only

If Relocation is selected, Proponent must demonstrate that relocation can meet the City's required Project Timeline or indicate the proposed timeline under the Technical forms, see section 5. B. I) , which may be considered at the City's sole discretion.

**d) RELOCATION PRIORITY** – Do you understand that if compliant relocation Proposals are received, relocation options will be evaluated and considered first; and demolition will only be evaluated if relocation is not viable or not in the City's best interest:

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

3.

**CORPORATE**

**a) CAPABILITIES, CAPACITY AND RESOURCES** - Proponents to provide information on the following (use the spaces provided and/or attach additional pages, if necessary):

- i. Provide an overview of the Proponent's organizational background, including history, mission, vision, corporate structure, and years in business:

- ii. Provide a detailed narrative as to the Proponent's understanding of the project objectives, outcomes and vision:

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

- iv. Describe the Proponent's current capabilities and capacity to perform the Services, including relevant resources, staffing levels, and the ability to manage this project alongside existing workloads:

**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**

<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 and Email:

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 and Email:
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 and Email:

**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.				

**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	

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

#### 4. SUSTAINABLE BENEFITS AND SOCIAL RESPONSIBILITY

a) Describe all initiatives, policies, programs and product choices that illustrate your firm's efforts towards sustainable practices and environment responsibility in providing the services that would benefit the City
b) What policies does your organization have for hiring apprentices, indigenous peoples, recent immigrants, veterans, young people, women, people with disabilities and any other groups:

c) What policies does your organization have for the procurement of goods and services from local small and medium sized business or social enterprises or Indigenous owned businesses:

d) What policies does your organization have to support reconciliation with indigenous peoples:

## 5. TECHNICAL

**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. **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.

v. **Relocation, Disposal and Recycling** - Provide details on all proposed relocation and/or disposal locations and recycling locations, as appropriate for all materials.

vi. **Relocation Feasibility (if applicable)** – Provide a high-level outline of anticipated permitting steps and estimated timelines to confirm relocation can meet the City's required Project Timeline. Detailed routes or permits are not required at submission..

<b>b) 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>May 1, 2026</b> . This date will be an important consideration in the evaluation.	
<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:	

## 6.

**FINANCIAL**

<b>a) PRICE</b> - 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)
<b>Option A – House Relocation:</b>			
i.	Relocation of house (all-inclusive)	Lump sum	\$
<b>Option B – House Demolition:</b>			
ii.	Demolition and removal of house (all-inclusive)	Lump sum	\$
<b>Applicable to both options:</b>			
iii.	Mobilization, Site Prep., Site Protection Measures	Lump sum	\$
iv.	Removal and disposal of all structures including concrete foundation, stairs, railings, chain link fencing, low timber log retaining wall, etc.	Lump sum	\$
v.	Removal and disposal of all incidental landscape features outlined in the Demolition Plan, including surface features of any on-site utilities, driveways, pathways, trees, hedges, shrubs, and pavers.	Lump sum	\$
vi.	Backfill and compaction to finished grade (reinstate grades over all disturbed areas and at all property extents using pre-approved backfill materials).	Lump sum	\$
vii.	Other not Listed:		\$
	<b>SUBTOTAL (exclude GST)</b>		<b>\$</b>

**Attention Purchasing Manager:**

- 7. I/We, the undersigned duly authorized representative of the Proponent**, having received and carefully reviewed all of the Proposal documents, including the RFP and any issued addenda posted on the City's website [www.coquitlam.ca/Bid-Opportunities](http://www.coquitlam.ca/Bid-Opportunities), (or having received directly) and having full knowledge of the Site, and having fully informed ourselves as to the intent, difficulties, facilities and local conditions connected to performing the Services; submit this Proposal in response to the RFP.
- 8. I/We** agree to the rules of participation outlined in the **Instructions to Proponents** (per section 2 of RFP) and should our Proposal be selected, agree to the City's **Standard Terms and Conditions - Purchase of Goods and Services** (per Section 2 of RFP), **Attachment 5 – Indemnity Agreement** and will accept the City's Contract as defined within this RFP document.
- 9. I/We confirm** that, if I/we am/are awarded the Agreement, I/we will at all times be the "Prime Contractor" as provided by the Worker's Compensation Act (British Columbia) with respect to the Services. I/we further confirm that if I/we become aware that another contractor at the place(s) of the Services has been designated as the "Prime Contractor", I/we will notify the City immediately, and I/we will indemnify and hold the City harmless against any claims, demands, losses, damages, costs, liabilities or expenses suffered by the City in connection with any failure to so notify the City.
- 10. I/We acknowledge** receipt of the following Addenda related to this Request for Proposals and have incorporated the information received in preparing this Proposal.

Addendum No.	Date Issued

**This Proposal** is submitted this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**I/We have the authority to sign on behalf of the Proponent and have duly read all documents.**

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