

City of Coquitlam

Request for Proposals

RFP No. 26-062

Soil Hauling, Testing and Disposal

**TABLE OF CONTENTS**

**1. KEY DATES .....3**

**2. PROCUREMENT REQUIREMENTS, GUIDELINES, AND TERMS & CONDITIONS .....3**

**3. DEFINITIONS .....4**

**4. INSTRUCTIONS TO PROPONENTS .....5**

    4.1. Acknowledgement.....5

    4.2. Purpose.....5

    4.3. Proposal Submission.....5

    4.4. Prices.....5

    4.5. Requested Departures .....5

    4.6. Evaluation Criteria .....5

    4.7. Term.....8

**5. PROJECT SPECIFIC TERMS AND CONDITIONS .....8**

    5.1. Permits and Regulations.....8

**6. SCOPE OF SERVICES.....8**

    6.1. Scope.....8

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

**1. KEY DATES**

<b>RFP Issue Date</b>	<b>Thursday, May 21, 2026</b>
<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>12:00 PM (local time)</b> <b>Monday, June 8, 2026</b>
<b>Submission Deadline</b>	<b>2:00 PM (local time)</b> <b>Thursday, June 11, 2026</b>

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

### 3. DEFINITIONS

**“Agreement” “Contract”** means the City Purchase Order that will be issued to formalize the Contract with the successful Proponent through negotiation process with the City based on the Proposal submitted and will incorporate by reference the Request for Proposals, the Terms and Conditions of Contract included in this RFP, any additional subsequent information, any addenda issued, the Proponent’s response and acceptance by the City

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

**“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

**“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

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

##### 4.2. Purpose

The purpose of this RFP is to invite Proposals from qualified, experienced companies for “as and when required” **Soil Hauling, Testing and Disposal** Services, as stated within this RFP.

##### 4.3. Proposal Submission

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

##### 4.4. Prices

Prices shall be all-inclusive and stated in (Canadian Funds). Prices shall remain FIRM for the completion of the Term of the Contract.

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.

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) Instructions for Proposal Submission and Attachment Referencing

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

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

b) Submission Format and Content Authenticity

Lower scores may be assigned if Proposal Submission Forms:

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

c) Evaluation Criteria and Points Allocation

Each proposal will be evaluated based on the following criteria:

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

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

**Corporate Experience, Capacity and Resources**

- Business and technical reputation and capabilities; experience, financial stability, capacity and resources
- Value added benefits
- References
- Key Personnel

- Sub-contractors

**Sustainable Benefits and Social Responsibility**

- Sustainable benefits
- Reconciliation
- Social Responsibility

**Technical**

- Methodology, set-up and execution of the Work
- Quality Assurance and Safety
- Risk factors
- Disposal
- Testing
- Location

**Financial**

- Price

e) Proposal Comparison

These criteria will be used to determine best overall value to the City. Proposals will be compared to select one or more that are most advantageous.

f) Reference Checks and Interviews

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

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

The City reserves the right to check references on other projects even if they are not specifically listed. Information obtained from references will be confidential and will not be disclosed to any Proponents.

g) Additional Evaluation Considerations

These criteria will be used to determine best overall value to the City as well as any other criteria that may become evident during the evaluation process.

The City may, at its discretion, request clarification or additional information from a Proponent with respect to any Proposal and the City may make such requests to only selected Proponents. The City may consider such clarifications or additional information in evaluating a Proposal.

h) Proposal Compliance and Rejection

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

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

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

i) Disclosure of Information

Proponents agree the City may disclose names of Proponents and total award amount, however, unevaluated results, unit prices, rates or scores will not be provided to any Proponents.

4.7. Term

The initial term of the Contract is two (2) years with the option to extend the Contract by additional terms, upon mutual agreement of the parties.

**5. PROJECT SPECIFIC TERMS AND CONDITIONS**

5.1. Permits and Regulations

The Contractor is to obtain permits, pay all fees therefore and comply with all Provincial, Municipal and other legal regulations and by-laws applicable to the Work. If no local regulations, comply with the National Building Codes of Canada, latest revision. Workers Compensation Act and Workplace Hazardous Material Information System (“W.H.M.I.S.”) requirements and regulations are to be strictly adhered to.

**6. SCOPE OF SERVICES**

6.1. Scope

The City requires qualified, experienced companies to provide a disposal facility along with labour, equipment, materials, fuel, transportation, overhead and all that is required for **Soil Hauling, Testing and Disposal** (the “Work”) for an “as and when required” basis.

Preference is given to Contractors situated in close proximity to Coquitlam, providing convenient drop-off points for City forces. Upon receipt of soils, the Contractor will conduct testing to determine soil conditions. Based on the test results, the following actions will be taken:

1. If material is contaminated soil – to be disposed of according to BC Environmental Management Act, Contaminated Sites Regulation
2. If material is non contaminated soil – to be used as fill or disposed according to BC Environmental Management Act
3. If material has Hydrocarbons – to be disposed of according to BC Environmental Management Act, Contaminated Sites Regulation

The Contractor shall accept ownership of and all responsibility for any material that the Contractor receives from the City and shall conduct the Work including transportation of the material, in accordance and compliance with all federal, provincial and municipal laws relating to the disposal of the material.

The City will adhere to all legal requirements and established protocols prior to disturbing soil if there is suspicion of contamination.



City of Coquitlam

## PROPOSAL SUBMISSION FORM

RFP No. 26-062

### Soil Hauling, Testing and Disposal

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: <https://qfile.coquitlam.ca/filedrop/purchasing>

1. In the “From” field enter: your email address
2. In the “Subject” field enter: Bid Name
3. In the “Bid Number” field enter: Bid Number
4. In the “Type” field enter **New** if this is a new submission or **Update** if this is an updated submission
5. Add files and Send (ensure your browser remains open until you receive a files sent message. You will also receive an email from QFile confirming the submission).

Proponents are responsible to allow ample time to complete the Proposal submission process prior to the closing date and time. Late submissions will not be accepted. If assistance is required phone 604-927-3037.

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

**1. DEPARTURES**

**a) CONTRACT - I/We have reviewed the City's Standard Terms and Conditions - Purchase of Goods and Services** (per Section 2 of the RFP) 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)

**2. CORPORATE**

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

i. 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 pages, if necessary)

<b>Reference No. 1</b>	
<b>Project Title and Description of Contract</b>	
<b>Size and Scope</b>	
<b>Work Performed</b>	
<b>Start Date and End Date</b>	
<b>Contract Value</b>	
<b>Completed on budget and schedule</b>	
<b>Reference Information</b>	Company:
	Contact Name:
	Phone Number and Email:
<b>Reference No. 2</b>	
<b>Project Title and Description of Contract</b>	
<b>Size and Scope</b>	
<b>Work Performed</b>	
<b>Start Date and End Date</b>	
<b>Contract Value</b>	
<b>Completed on budget and schedule</b>	
<b>Reference Information</b>	Company:
	Contact Name:
	Phone Number and Email:
<b>Reference No. 3</b>	
<b>Project Title and Description of Contract</b>	
<b>Size and Scope</b>	
<b>Work Performed</b>	
<b>Start Date and End Date</b>	
<b>Contract Value</b>	
<b>Completed on budget and schedule</b>	
<b>Reference Information</b>	Company:
	Contact 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. Proponents may use the spaces provided, add additional rows and/or attach additional pages, if necessary.

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

**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 approval:

<b>Sub-Contractor No. 1</b>	
<b>Legal Name</b>	
<b>Trade/Services Performed</b>	
<b>Background and Experience</b>	
<b>Contact Information</b>	Name:
	Phone Number:
	Email Address:
<b>Sub-Contractor No. 2</b>	
<b>Legal Name</b>	
<b>Trade/Services Performed</b>	
<b>Background and Experience</b>	
<b>Contact Information</b>	Name:
	Phone Number:
	Email Address:

### 3. **SUSTAINABLE BENEFITS AND SOCIAL RESPONSIBILITY**

<b>I.</b> 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>II.</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:
<b>III.</b> 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:
<b>IV.</b> What policies does your organization have to support reconciliation with indigenous peoples:

### 4. **TECHNICAL**

<b>a) APPROACH and METHODOLOGY</b> - Summarize the key features of your Proposal and outline the Technical Approach to be used. Provide a brief description of the components required for the successful completion of the Work.
<b>I. Drop-off Location and Hours of Operation:</b>
<b>II. Delivery, Set-Up and Execution</b> - Proposals should outline the plan for the execution of the Work.

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

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

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

**VI. Disposal** -: Provide details on all disposal including locations for contaminated soils, non-contaminated soils and hydrocarbons.

**5. FINANCIAL**

<b>a) PRICE - Prices proposed are to be all inclusive; therefore, include all labour, material, tools, equipment, transportation, fuel, supervision, disposal fees, permit fees and any other items required for provision of the services (exclude GST):</b>			
<b>ITEM</b>	<b>SCOPE OF WORK</b>	<b>UNIT OF MEASURE</b>	<b>PRICE (exclude GST)</b>
i.	Material Testing	EACH	\$
ii.	Structural Spoil	TNE	\$
iii.	Ditching Material	TNE	\$
iv.	Street Sweeping Material	TNE	\$
v.	Asphalt / Concrete Clean	TNE	\$
vi.	Asphalt / Concrete Dirty	TNE	\$
vii.	Clean Hydrovac Material	TNE	\$
viii.	Contaminated Material	TNE	\$
ix.	Other not Listed:		\$
x.	Other not Listed:		\$
<b>Total</b>			<b>\$</b>

**Attention Purchasing Manager:**

6. **I/We, the undersigned duly authorized representative of the Proponent**, having received and carefully reviewed all of the Proposal documents, including the RFP and any issued addenda posted on the City’s website [www.coquitlam.ca/Bid-Opportunities](http://www.coquitlam.ca/Bid-Opportunities), and having full knowledge of the Site, and having fully informed ourselves as to the intent, difficulties, facilities and local conditions connected to performing the Services, submit this Proposal in response to the RFP.
7. **I/We** agree to the rules of participation outlined in the **Instructions to Proponents** (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) and will accept the City’s Contract as defined within this RFP document.
8. **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.