



## REQUEST FOR PROPOSAL

**NWRFP-20-09**

### **Philips Street - Roadway Improvements - Canil Ave To Ewen Ave**

**Closing Time:**

Thursday, March 26, 2020  
3:00 PM, Local Time, Vancouver BC

**Closing Location:**

Main Information Desk  
City of New Westminster  
511 Royal Avenue,  
New Westminster, BC, V3L 1H9

**Further requests for information :**

**Purchasing: Gilbert Matembe, SCMP**  
Intermediate Buyer

Email: [nwpurchasing@newwestcity.ca](mailto:nwpurchasing@newwestcity.ca)

<b>PROPONENT NAME</b>		
Street Address:		
City Province Postal Code		
Contact Name:		
Telephone number:		Fax:
Email		Date:
Signature: by authorized signatory		

By my signature above, it shall be understood that I have read, understood and accept the requirements outlined in the Request for Proposal; we hereby propose to supply the Services in accordance with the Request for Proposal and as outlined in this Form of Proposal.

# CORPORATION OF THE CITY OF NEW WESTMINSTER

## PART 1

### RFP PROCESS & GENERAL REQUIREMENTS

#### **1.0 GENERAL INFORMATION**

- 1.1** The City of New Westminster is seeking qualified contractors to complete road improvements for approximately 180 linear meters of Phillips Street, from Canil Avenue to Ewen Avenue. The work includes the installation of storm sewers, road structure, sidewalks, barrier curbs, landscaping and street lighting. The work also includes the excavation and off-site disposal of contaminated soils. Any peat removed during construction will be replaced with lightweight fill. An existing Fortis BC IP main exists within the project limits, the proponent will be required to obtain the appropriate permits prior to proceeding with the above works. Refer to Part 2 – BUSINESS REQUIREMENTS for an in-depth scope of work.
- 1.2** The City of New Westminster is the first city in Western Canada and is located at the centre of Metro Vancouver. Just 20 km from downtown Vancouver, the City has both major transportation routes and railways running through its boundaries.
- 1.3** This is a request for proposals, and not a call for tenders or request for offers and no contractual obligations shall arise between the City and a Proponent upon the Proponent's submission of a Proposal to the City.
- 1.4** The city, at its discretion, reserves the right to;
- a) select a Proposal that deviates from the requirements of this RFP;
  - b) modify this RFP at any time.
- 1.5** Proponents will be solely responsible for their own expenses incurred in connection with this RFP, including in preparing and submitting a Proposal and in any subsequent negotiations with the City.
- 1.6** This RFP shall be governed by and construed in accordance with the laws of the Province of British Columbia.
- 1.7** The City reserves the right to negotiate with the lead Proponent deemed to provide the best overall value and such negotiations may include, but are not limited to:
- a) Changes to the requirements or Scope of Work proposed by the Proponent;
  - b) Price; and
  - c) Specific contract details as deemed reasonable for negotiations by the City.

#### **2.0 PROPONENT QUALIFICATIONS**

- 2.1** Proponents should have at least five (5) years' experience in successfully completing similar projects within British Columbia. Refer to Section 4 of Business Requirements and Scope of Work.
- 2.2** Proponents should have a business location in British Columbia, and have experience working with similar size municipalities.
- 2.3** Proponents should provide at least three examples (in **Appendix 4**) of comparable work experience completed in the last five years.
- 2.4** Proponents shall demonstrate that all tradespeople working on this project are experienced and are qualified under required provincial regulations.

## CORPORATION OF THE CITY OF NEW WESTMINSTER

### **3.0 PROPOSAL INSTRUCTIONS**

- 3.1** One (1) electronic and three (3) hard copies (one to be unbound, electronic to be single PDF) of the Proposal, are to be submitted and clearly marked on the outside envelope or box as follows:

#### **NWRFP-20-09**

#### **Philips Street - Roadway Improvements - Canil Ave To Ewen Ave**

Attention: Purchasing Manager

- 3.2** The City will receive Proposals at the location and time indicated on the title page of this Request for Proposal.
- 3.3** It is the Proponent's responsibility to ensure that the City receives its Proposal prior to the stated closing time. The City does not accept facsimile, electronic mail, or other unsealed submissions.
- 3.4** Requests for clarification or further information must be made in writing only to the individual identified on the first page of this RFP. The City intends to respond to enquiries that it, in its sole discretion, considers relevant to this RFP. The City intends to respond only to those relevant written enquiries received at least ninety-six (96) hours prior to the closing time. The City will record enquiries and post written responses on its website at <https://www.newwestcity.ca/business-and-economy/doing-business-with-the-city/request-for-bids-and-proposals-open>

### **4.0 CONTRACT REQUIREMENTS**

- 4.1** Any contract arising from this Request for Proposal will use the MMCD General Conditions Contract and the City's Supplementary General Conditions.

### **5.0 OWNERSHIP OF PROPOSALS AND FREEDOM OF INFORMATION**

- 5.1** All documents submitted with your Proposal will become the property of the City, and as such shall be subject to the disclosure provisions of the *BC Freedom of Information and Protection of Privacy Act (FOIPPA)* and *Community Charter*. A Proponent may stipulate in their Proposal that a portion(s) of their Proposal that contains confidential information and is supplied to the City in confidence. However, under FOIPPA, the City may nevertheless be obligated to disclose all or part of a Proposal in response to a request made under the Act, even if the Proponent has stipulated that part of their Proposal is supplied in confidence. The Proponent should review Section 21 and other provisions of FOIPPA in order to gain a better understanding of the City's disclosure responsibilities under the Act.

### **6.0 INSURANCE, PERMITS AND LICENSES**

- 6.1** The successful Proponent will, without limiting its obligations or liabilities and at its own expense, provide and maintain throughout the Contract term, insurance as outlined in the MMCD Contract General Conditions and the Supplementary General Conditions.
- 6.2** The successful Proponent may be required to obtain a City of New Westminster or MetroWest Inter-Municipal Business license prior to commencement of work.

### **7.0 BONDING**

- 7.1** A BID BOND IS NOT REQUIRED to be submitted with the proposal.

## CORPORATION OF THE CITY OF NEW WESTMINSTER

- 7.2** The Successful Proponent may be required to provide to the City of New Westminster, in a form acceptable to the City, Performance Security in an amount equal to fifty percent (50%) of the Contract Price, and in one of the following types:
- a) Irrevocable Letter of Credit; or
  - b) A Performance Bond.
- 7.3** The Successful Proponent may be required to provide to the City of New Westminster, in a form acceptable to the City, Labour and Material Payment Security in an amount equal to fifty percent (50%) of the Contract Price, and in one of the following types:
- a) Irrevocable Letter of Credit; or
  - b) A Labour and Material Payment Bond, the Bond must be a Broad Form bond protecting all companies with a direct contract with the Principal or any Sub-Contractor of the Principal.

### **8.0 LIVING WAGE EMPLOYER**

- 8.1** Effective January 1, 2011, the City of New Westminster became a “Living Wage Employer”. As such, the City has established a [Living Wage Policy](#) that requires all firms that are contracted by the City to provide services on City premises, to pay their employees, who perform said service on City property, a Living Wage as calculated by the Living Wage for Families Campaign. The current living wage rate for Metro Vancouver is \$19.50 per hour, assuming the employer provides no benefits.
- 8.2** In order to determine an employee’s hourly rate with benefits the Living Wage for Families has created a Living Wage Calculator to assist with this determination. Please access the following website to determine your compatibility.  
[http://www.livingwageforfamilies.ca/living\\_wage\\_calculator](http://www.livingwageforfamilies.ca/living_wage_calculator)
- 8.3** The City includes in all its competitive bid documents a Declaration referencing the City’s expectations with regards to compliance of the Policy (attached as Appendix A). **Completion and submission of the Declaration is required prior to Contract award.**
- 8.4** In evaluating submissions, the City intends to rely on the Declaration provided by a Respondent and shall have no obligation or duty to investigate the truthfulness of the Declaration. Please review the City’s [Living Wage Page](#) for further information.

### **9.0 EVALUATION AND SELECTION PROCESS**

- 9.1** The City will evaluate all submitted valid Proposals. The City will not necessarily accept any or all Proposals. The object of the evaluation and selection process is to identify the Proposal that, in the City’s opinion, offers the best value for the services requested.
- 9.2** The City will evaluate the requirements and only those deemed by the City to have the right experience/capabilities/methodology etc. will have their price evaluated.
- 9.3** Proposals will be evaluated based on the following criteria:

<b>Evaluation Criteria</b>	<b>Weighting</b>
Corporate Experience and Resources	20
Technical Experience and Methodology	20
Experience of Superintendent	20

## CORPORATION OF THE CITY OF NEW WESTMINSTER

References from Similar Projects	10
Pricing/Fees/Rates	30
<b>Total</b>	<b>100</b>

- 9.4** In evaluating a Proposal, the City may contact references and may choose not to select a Proponent where the references are not satisfactory to the City in its sole discretion.
- 9.5** In evaluating a Proposal, the City may request financial information regarding a Proponent and may choose not to select a Proponent where the City is not satisfied, in its sole discretion, that the Proponent is in a financial position to perform the Services.
- 9.6** The City, at its discretion, may request any or all of the Proponents to present their proposals and/or interview with the Selection Committee. Note that any information provided by Proponents in their proposals or discussed in presentations/interviews may be incorporated into any Contract with the Proponent.
- 9.7** There shall be no obligation on the part of the City to receive further information, whether written or oral, from any Proponent or to disclose the nature of any Proposal received.
- 9.8** In evaluating a Proposal, the City may consider qualifications and experience of the Proponent and past performance of the Proponent in providing similar services.
- 10.0** **NEGOTIATIONS**
- 10.1** The award of a contract may be subject to negotiations with the lead Proponent that is deemed to provide the best value to the City. Such negotiations include, but not limited to, the following:
- a) Changes to the requirements or Scope of Work proposed by the Proponent
  - b) Price; and
  - c) Specific contract details as deemed reasonable for negotiations by the City
- 10.2** If a written contract cannot be negotiated within fourteen (14) days of notification with the lead Proponent, the City may, at its discretion at any time thereafter, terminate negotiations with the lead Proponent and either enter into negotiations with the next qualified Proponent or cancel the RFP or negotiate with another supplier.



Corporation of the City of  
**NEW WESTMINSTER**

**NWRFP-20-09**

**PART 2**

**BUSINESS REQUIREMENTS AND SCOPE OF WORK**

## **CORPORATION OF THE CITY OF NEW WESTMINSTER**

### **1.0 BACKGROUND**

- 1.1** The purpose of this project is to complete road improvements for approximately 180 linear meters of Phillips Street, from Canil Avenue to Ewen Avenue. The work includes the installation of storm sewers, road structure, sidewalks, barrier curbs, landscaping and street lighting.
- 1.2** The work also includes the excavation and off-site disposal of contaminated soils. Any peat removed during construction will be replaced with lightweight fill.
- 1.3** An existing Fortis BC DP and IP main exists within the project limits, the proponent will be required to obtain the appropriate permits prior to proceeding with the above works.

### **2.0 SUMMARY OF WORK**

- 2.1** Refer to **Schedule 1** for the Contract Drawings
- 2.2** Refer to **Schedule 2** for Subsurface Investigation – Soil Characterization by GeoWest Engineering Ltd.
- 2.3** Refer to **Schedule 3** for Geotechnical Assessment Report – by GeoWest Engineering Ltd.
- 2.4** Refer to **Schedule 4** for project specific Supplementary Specifications

### **3.0 PERFORMANCE BONDING**

- 3.1** The Successful Proponent may be required to provide to the City of New Westminster, in a form acceptable to the City, Performance Security in an amount equal to fifty percent (50%) of the Contract Price, and in one of the following types:
- a) Irrevocable Letter of Credit; or
  - b) A Performance Bond.
- 3.2** The Successful Proponent may be required to provide to the City of New Westminster, in a form acceptable to the City, Labour and Material Payment Security in an amount equal to fifty percent (50%) of the Contract Price, and in one of the following types:
- a) Irrevocable Letter of Credit; or
  - b) A Labour and Material Payment Bond, the Bond **must be a Broad Form** bond protecting all companies with a direct contract with the Principal or any Sub-Contractor of the Principal.

### **4.0 DOCUMENTS REQUIRED OF THE SUCCESSFUL PROPONENT**

- 4.1** Within fifteen (15) days of receipt of the Owner's Notice of Award the successful Proponent shall provide some or all of the following documents and/or requirements to the City:
- a) Signed Copy of the MMCD Contract and general conditions supplied by the City;
  - b) Certificate of Good Standing from WorkSafe BC;
  - c) Proof of Insurance as required under the MMCD Contract General Conditions, the CCDC - 41, and the City's Supplementary General Conditions;
  - d) Proof of a valid City of New Westminster or MetroWest Inter-Municipal Business License;
  - e) Performance Security and Labour and Material Payment Security as called for in Part 2 Section 3.0 of this RFP;
  - f) A Baseline Construction Schedule that indicates the timing of the major activities of the Work and provides sufficient detail of the critical events and their inter-relationship to demonstrate the Work will be performed in conformity with the Contract Time, as required by CG 4.6.1 of the Contract, and the Supplementary General Conditions.

## CORPORATION OF THE CITY OF NEW WESTMINSTER

### 5.0 PROCUREMENT SCHEDULE

- 5.1 The anticipated timeline for the RFP is currently as follows; however the City reserves the right to modify the actual timing and sequence of events:

Activity	Anticipated Timing
RFP Closes	March 26, 2020
Proponent Selected	April 2020
Work to start	April 2020
All Work to be completed	August 30, 2020

### 6.0 SUBMISSION REQUIREMENTS

- 6.1 Proposals should not exceed ten (10) pages in length excluding attached appendices. Proposals should be provided double-sided on 8 ½” white paper, in a font colour of black and not less than 11 point. All proposals must include and clearly identify:

- a) **Cover Page:** Front page of this RFP with the required Proponent information filled out and signed.
- b) **Corporate Experience and Resources** (1 page) including a brief history of the firm, overview of overall ability and expertise, and experience and competencies in providing deliverables similar in nature and complexity to those identified for this project. Include;
  - 1) Equipment and resources
  - 2) Successful completion of relevant projects referenced within the last 5 years (**Appendix 4 – Comparable Work Experience**)
  - 3) Staff qualifications and experience (include **Appendix 5 – List of Subcontractors**)
  - 4) Living Wage Declaration form – **Appendix 7**
- c) **Technical Experience and Methodology:** A brief outline of the Proponent’s understanding of the project and a detailed work program and methodology to successfully achieve the objectives. Include;
  - 1) Methodology; Delivery, set-up and execution of the work
  - 2) Disposal and Reuse
  - 3) Quality Assurance and Quality Control program
  - 4) Risk Mitigation
  - 5) Schedule and Completion Date (**Appendix 2 – Preliminary Construction Schedule**)
- d) **Experience of Superintendent:** Provide a brief bio of the proposed superintendent describing their role in this project and their qualifications and experience to take on successfully the role. Include;
  - 1) Resume
  - 2) **Appendix 3 – Experience of Superintendent**
- e) **Pricing/Fees/Rates:** Submit the following
  - 1) **Appendix 1 – Schedule of Quantities and Prices**
  - 2) **Appendix 6 – Force Account Labour and Equipment Rates**





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**APPENDIX 1**

**SCHEDULE OF QUANTITIES AND PRICES**

(All prices shall include all *Taxes*, but shall not include *GST*. *GST* shall be shown separately.)

## CORPORATION OF THE CITY OF NEW WESTMINSTER

ITEM NO.	MMCD REF.	DESCRIPTION	UNIT	QTY	UNIT PRICE	AMOUNT
<b>Section 01</b>	<b>DIV 01</b>	<b>General Requirements</b>				
1.01	01 33 01 1.8.1	Project Record Documents				Incidental
1.02	01 55 00 1.5.1	Traffic Control, Vehicle Access and Parking				Incidental
1.03	01 57 01 1.6.1	Environmental Protection				Incidental
1.04	<b>01 59 00S 1.3.1</b>	FortisBC Permit	L.S.	1	\$	\$
Section 01 - Sub-Total - General Requirements						\$
<b>Section 02</b>	<b>DIV 03</b>	<b>Concrete</b>				
	<b>03 30 20</b>	<b>Concrete Walks, Curbs &amp; Sidewalks</b>				
2.01	1.4.3	Concrete Curb & Gutter (MMCD C5)	lin.m	340	\$	\$
2.02	1.4.5	Concrete Sidewalks	sq.m	500	\$	\$
2.03	1.4.5	Wheel Chair Ramps (MMCD C9)	sq.m	15	\$	\$
2.04	1.4.5	Concrete Driveway Letdowns (MMCD C7)	sq.m	130	\$	\$
Section 02 - Sub-Total - Concrete						\$
<b>Section 03</b>	<b>DIV 26</b>	<b>Electrical</b>				
	<b>26 56 01</b>	<b>Roadway Lighting</b>				
3.01	1.9.1	Roadway Lighting & Communications Ducting	L.S.	1	\$	\$
Section 03 - Sub-Total - Roadway Lighting						\$
<b>Section 04</b>	<b>DIV 31</b>	<b>Earthworks</b>				
	<b>31 05 17</b>	<b>Clearing &amp; Grubbing</b>				
4.01	<b>1.4.1</b>	Lightweight Aggregate (To be approved by GeoWest Engineering)	cu.m	1800	\$	\$

## CORPORATION OF THE CITY OF NEW WESTMINSTER

ITEM NO.	MMCD REF.	DESCRIPTION	UNIT	QTY	UNIT PRICE	AMOUNT
	<b>31 11 01</b>	<b>Clearing &amp; Grubbing</b>				
4.02	1.4.1	Clearing & Grubbing	L.S.	1	\$	\$
	<b>31 22 16</b>	<b>Reshaping Granular Roadbeds</b>				
4.03	1.4.2	Reshaping gravel driveways with supplemental 25mm of 19mm Minus Granular Base	sq.m	170	\$	\$
4.04	1.4.2	Supply of supplemental 19mm Minus Granular Base for gravel driveways	tonne	10	\$	\$
	<b>31 23 01</b>	<b>Excavating, Trenching and Backfilling</b>				
4.05	1.10.3	Trench over-excavation (Optional)	cu.m	50	\$	\$
	<b>31 23 17</b>	<b>Rock Removal</b>				
4.06	1.6.3	Rock Removal (Optional)	cu.m	30	\$	\$
	<b>31 24 13</b>	<b>Roadway Excavation, Embankment &amp; Compaction</b>				
4.07	1.8.5	Common Excavation	cu.m	1700	\$	\$
4.08	<b>1.8.10S</b>	Contaminated Soil Disposal STA 0+700 TO STA 0+740 (Provisional Premium, Non Peat Layers)	tonne	700	\$	\$
4.09	<b>1.8.10S</b>	Over Excavation (Optional)	cu.m	100	\$	\$
4.10	<b>1.8.8S</b>	Peat Removal (No additional payment for peat found to be contaminated)	cu.m	1110	\$	\$
	<b>31 32 19</b>	<b>Geosynthetics</b>				
4.11	<b>1.6.1</b>	Non-Woven Geotextile (Geotex 351 Filter Cloth)	L.S.	1	\$	\$
Section 04 - Sub-Total - Earthworks						\$
<b>Section 05</b>	<b>DIV 32</b>	<b>Road &amp; Site Improvements</b>				
	<b>32 11 16.1</b>	<b>Granular Subbase</b>				

## CORPORATION OF THE CITY OF NEW WESTMINSTER

ITEM NO.	MMCD REF.	DESCRIPTION	UNIT	QTY	UNIT PRICE	AMOUNT
5.01	1.4.6S	Reuse of Existing Granular Road Fill for Subbase (Optional)	cu.m	1000	\$	\$
5.02	1.4.2	75mm Minus Granular Subbase	tonne	1900	\$	\$
	<b>32 11 23</b>	<b>Granular Base</b>				
5.03	1.4.1	19mm Minus Granular Base	tonne	1100	\$	\$
	<b>32 12 13.1</b>	<b>Asphalt Tack Coat</b>				
5.04	1.5.1	Asphalt Tack Coat	sq.m	1650	\$	\$
	<b>32 12 16</b>	<b>Hot-Mix Asphalt Concrete Paving</b>				
5.05	1.5.1	Machine Laid 40mm MMCD Lower Course #1	tonne	185	\$	\$
5.06	1.5.1	Machine Laid 40mm MMCD Upper Course #1	tonne	170	\$	\$
5.07	1.5.3	65mm MMCD Upper Course #2 (Driveways)	sq.m	40	\$	\$
	<b>32 91 21</b>	<b>Topsoil &amp; Finished Grading</b>				
5.08	1.4.1	300mm Topsoil	cu.m	480	\$	\$
	<b>32 92 23</b>	<b>Sodding</b>				
5.09	1.8.1	Sodding	sq.m	1450	\$	\$
	<b>32 93 01</b>	<b>Planting of Trees, Shrubs &amp; Ground Covers</b>				
5.10	1.9.1S	Street Tree Allowance	L.S.	1	\$	\$
Section 05 - Sub-Total - Road & Site Improvements						\$
<b>Section 06</b>	<b>DIV 33</b>	<b>Utilities</b>				
	<b>33 40 01</b>	<b>Storm Sewers</b>				
6.01	1.6.2S	Supply and Install Weholite RSC160 HDPE Storm Sewer c/w Infiltration Ports - 450mm dia	lin.m	76	\$	\$

## CORPORATION OF THE CITY OF NEW WESTMINSTER

ITEM NO.	MMCD REF.	DESCRIPTION	UNIT	QTY	UNIT PRICE	AMOUNT
6.02	1.6.2S	Supply and Install Weholite RSC160 HDPE Storm Sewer c/w Infiltration Ports - 525mm dia	lin.m	88	\$	\$
6.03	1.6.2S	Supply and Install Weholite RSC160 HDPE Storm Sewer c/w Infiltration Ports - 600mm dia	lin.m	76	\$	\$
6.04	1.6.5	Supply and Install 150mm dia DR28 PVC Lawn Drain Leads	lin.m	40	\$	\$
6.05	1.6.5	Supply and Install 150mm dia DR28 PVC Catchbasin Leads	lin.m	10	\$	\$
6.06	1.6.3	Supply and Install Service Connection-150mm dia	each	12	\$	\$
6.07	1.6.4	Inspection Chamber (MMCD S9)	each	12	\$	\$
6.08	1.6.9	Tie Existing Storm Main into proposed Weholite Manhole	each	2	\$	\$
6.09	1.6.9	Tie into Existing Weholite Manhole	each	1	\$	\$
	<b>33 44 01</b>	<b>Manholes and Catchbasins</b>				
6.10	1.5.1	Manhole Weholite - Type A - 1050mm dia c/w 500mm Sump, Frame, Ladder, Cover, clear crush & Infiltration Ports	each	1	\$	\$
6.11	1.5.1	Manhole Weholite - Type A - 1200mm dia c/w 500mm Sump, Frame, Ladder, Cover, clear crush & Infiltration Ports	each	5	\$	\$
6.12	1.5.2	Top Inlet Catchbasin-MMCD S11 c/w tie-in to storm sewer	each	4	\$	\$
6.13	1.5.2	Type 1 300mm Lawn Drain - MMCD S12 c/w tie-in to storm sewer	each	12	\$	\$
6.14	1.5.4	Removals (Including existing culverts, storm mains)	L.S.	1	\$	\$
	<b>33 01 30.1</b>	<b>CCTV Inspection of Pipelines</b>				
6.15	1.6.2	CCTV Inspection of mainline storm sewer	each	240	\$	\$
Section 06 - Sub-Total - Utilities						\$

**CORPORATION OF THE CITY OF NEW WESTMINSTER**

**PROPOSED PRICE SUMMARY**

ITEM		TOTAL AMOUNT
Section 1	Div 01 - General Requirements	\$
Section 2	Div 03 – Concrete	\$
Section 3	Div 26 – Electrical	\$
Section 4	Div 31 – Earthworks	\$
Section 5	Div 32 – Road & Site Improvements	\$
Section 6	Div 33 – Utilities	\$
PROPOSED PRICE		\$
5% GST		\$
<b>TOTAL PROPOSED PRICE</b>		<b>\$</b>



Corporation of the City of  
**NEW WESTMINSTER**

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**APPENDIX 2**

**PRELIMINARY CONSTRUCTION SCHEDULE**

### CORPORATION OF THE CITY OF NEW WESTMINSTER

Indicate schedule with bar chart with major item descriptions and time

ACTIVITY	CONSTRUCTION SCHEDULE (WEEKS)											





Corporation of the City of  
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**APPENDIX 3**

**EXPERIENCE OF SUPERINTENDENT**

## CORPORATION OF THE CITY OF NEW WESTMINSTER

**Include name and contact information for references**

Name: \_\_\_\_\_

Years' Experience: \_\_\_\_\_

Experience:

Date:

\_\_\_\_\_

Project Name:

\_\_\_\_\_

Responsibilities:

\_\_\_\_\_

References:

\_\_\_\_\_

Date:

\_\_\_\_\_

Project Name:

\_\_\_\_\_

Responsibilities:

\_\_\_\_\_

References:

\_\_\_\_\_

Date:

\_\_\_\_\_

Project Name:

\_\_\_\_\_

Responsibilities:

\_\_\_\_\_

References:

\_\_\_\_\_



Corporation of the City of  
**NEW WESTMINSTER**

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**APPENDIX 4**

**COMPARABLE WORK EXPERIENCE**

## CORPORATION OF THE CITY OF NEW WESTMINSTER

Please provide three (3) references for companies in British Columbia for whom your organization has completed work of a similar magnitude and nature in the past five (5) years. The City of New Westminister may be used as a reference, if work of a similar nature has been provided to the City.

The City reserves the right to contact the references to confirm the nature and performance of the work provided by the Proponent.

<b>Reference 1</b>			
Company Name and Address			
Contact Name			
Telephone Number			
Email address			
Brief Description of services provided			
Approximate Value		Project Date	

<b>Reference 2</b>			
Company Name and Address			
Contact Name			
Telephone Number			
Email address			
Brief Description of services provided			
Approximate Value		Project Date	

<b>Reference 3</b>			
Company Name and Address			
Contact Name			
Telephone Number			
Email address			
Brief Description of services provided			
Approximate Value		Project Date	



Corporation of the City of  
**NEW WESTMINSTER**

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**APPENDIX 5**

**LIST OF SUBCONTRACTORS**

**CORPORATION OF THE CITY OF NEW WESTMINSTER**

**LIST OF SUBCONTRACTORS**

<b>TRADE</b>	<b>SUBCONTRACTOR NAME</b>	<b>PHONE NUMBER</b>



Corporation of the City of  
**NEW WESTMINSTER**

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**APPENDIX 6**

**FORCE ACCOUNT LABOUR AND EQUIPMENT RATES**

**CORPORATION OF THE CITY OF NEW WESTMINSTER**  
**FORCE ACCOUNT LABOUR AND EQUIPMENT RATES**

<b>Labour and Equipment Classification</b>	<b>Hourly Rate</b>	<b>Overtime Rate</b>
	\$ /hour	\$ /hour
	\$ /hour	\$ /hour
	\$ /hour	\$ /hour
	\$ /hour	\$ /hour
	\$ /hour	\$ /hour
	\$ /hour	\$ /hour
	\$ /hour	\$ /hour
	\$ /hour	\$ /hour
	\$ /hour	\$ /hour
	\$ /hour	\$ /hour
	\$ /hour	\$ /hour
	\$ /hour	\$ /hour
	\$ /hour	\$ /hour
	\$ /hour	\$ /hour
	\$ /hour	\$ /hour
	\$ /hour	\$ /hour
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	\$ /hour	\$ /hour
	\$ /hour	\$ /hour
	\$ /hour	\$ /hour





Corporation of the City of  
**NEW WESTMINSTER**

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**APPENDIX 7**

**DECLARATION – LIVING WAGE EMPLOYER**

**CORPORATION OF THE CITY OF NEW WESTMINSTER**



**DECLARATION – LIVING WAGE EMPLOYER**

I, \_\_\_\_\_ as a duly authorized signing officer of

Company: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_, confirm that all employees and sub-contractors under our contract with the City as outlined below, are paid not less than the “Living Wage” as calculated by the Living Wage for Families Campaign.

I understand that this requirement extends only to those employees and sub-contractors’ employees that perform work while on City premises and property for durations in excess of one continuous hour per occasion.

I understand that the City will conduct audits if and when notification of breach of this compliance is received by the City. I understand that in the event any breach of this declaration is found to be true, the City reserves the right to cancel its contract without penalty at any time once said authentication of the breach is made.

Contract Name: \_\_\_\_\_

Authorized Signatory:

Dated:

\_\_\_\_\_

\_\_\_\_\_