



REQUEST FOR PROPOSALS

WATER MAIN RELINING

RFP No. PS20140561

Issue Date: September 8, 2014

Issued By: City of Vancouver

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PART A - INFORMATION AND INSTRUCTIONS

1.0 THE RFP

- 1.1 This Request for Proposals (the “**RFP**”) provides an opportunity to submit Proposals for review by the City and, depending on the City’s evaluation of Proposals, among other factors, to potentially negotiate with the City to enter into an Agreement. **EXCEPT WHERE EXPRESSLY STATED OTHERWISE IN APPENDIX 1 TO PART C OF THE RFP: (I) NO PART OF THE RFP CONSISTS OF AN OFFER BY THE CITY TO ENTER INTO ANY CONTRACTUAL RELATIONSHIP; AND (II) NO PART OF THE RFP IS LEGALLY BINDING ON THE CITY.**
- 1.2 The RFP concerns the City’s interest in seeking proposals to install a renewal lining to the inside of an in-situ 1940’s unlined cast iron water main. Details of the City’s objectives and requirements to which the RFP relates are set out in Part B of the RFP. The City welcomes Proposals respecting innovative or novel approaches to the City’s objectives and requirements.
- 1.3 The City is interested in selecting a single Proponent with the capability and experience to efficiently and cost-effectively meet the objectives and requirements described in the RFP. The City currently expects to select such a Proponent and then enter into negotiations with that Proponent, which will conclude in the execution of an Agreement between the Proponent and the City. However, the City may: (i) decline to select any Proponent; (ii) decline to enter into any Agreement; (iii) select multiple Proponents for negotiation; or (iv) enter into one or more agreements respecting the subject matter of the RFP with one or more Proponents or other entities at any time. The City may also terminate the RFP at any time.
- 1.4 The City currently intends that Proposals will be evaluated by the City in relation to their overall value, which will be assessed in the City’s sole and absolute discretion. In assessing value, the City expects to consider the factors described in Section 8 below, among others.
- 1.5 **NO BID SECURITY IS REQUIRED FROM PROPONENTS IN CONNECTION WITH THE SUBMISSION OF PROPOSALS BECAUSE NO PROPOSAL WILL BE DEEMED TO BE AN IRREVOCABLE OR OTHERWISE BINDING LEGAL OFFER BY A PROPONENT TO THE CITY. THE LEGAL OBLIGATIONS OF A PROPONENT THAT WILL ARISE UPON THE SUBMISSION OF ITS PROPOSAL WILL BE LIMITED TO THE TERMS AND CONDITIONS STATED UNDER THE HEADING “LEGAL TERMS & CONDITIONS” IN APPENDIX 1 TO THE PROPOSAL FORM (PART C).**
- 1.6 The execution of an Agreement may be contingent on funding being approved, and the relevant Proposal being approved, by the Vancouver City Council.
- 1.7 Certain capitalized terms used herein but not defined where first used are defined in Section 12 below.
- 1.8 The RFP consists of four parts:
- (a) **PART A - INFORMATION AND INSTRUCTIONS:** This part is intended to serve as a guide to the RFP process for Proponents.
 - (b) **PART B - CITY REQUIREMENTS AND ITEMS TO BE ADDRESSED IN PROPOSALS:** This part describes the subject matter of the RFP, in respect of which the City invites Proposals. This part also stipulates the information that should be contained in each Proposal.
 - (c) **PART C - PROPOSAL FORM:** This part consists of the Proposal Form to be completed by each Proponent in connection with its Proposal. Each Proposal must be submitted under the cover of a duly completed and executed Proposal Form.

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- (d) **PART D - FORM OF AGREEMENT:** This part contains a model Agreement. An Agreement or Agreements in this form may be entered into between the City and one or more successful Proponents.

2.0 KEY DATES

- 2.1 Potential Proponents should note the following key dates:

Event	Time and Date
Deadline for Enquiries	3:00pm, Tuesday, September 30, 2014
Closing Time	3:00pm, Tuesday, October 7, 2014

- 2.2 All references to time in the RFP are references to the time in the City of Vancouver, as shown on the clock used by the City for the purposes of requests for proposals.

3.0 CONTACT PERSON

- 3.1 All enquiries regarding the RFP must be addressed to:

Wen Shi
wen.shi@vancouver.ca

- 3.2 All enquiries must be made in writing. In-person or telephone enquiries are not permitted.

- 3.3 **IF A POTENTIAL PROPONENT BELIEVES THAT THE CITY MAY BE UNABLE TO SELECT IT DUE TO A CONFLICT OF INTEREST, BUT IS UNCERTAIN ABOUT THIS, THE POTENTIAL PROPONENT IS URGED TO CONTACT THE ABOVE-MENTIONED INDIVIDUAL AS SOON AS POSSIBLE WITH THE RELEVANT INFORMATION SO THAT THE CITY MAY ADVISE THE POTENTIAL PROPONENT REGARDING THE MATTER. SEE SECTION 11.2(l), (m) and (n) BELOW FOR AN INDICATION OF THE TYPES OF CONFLICTS OF INTEREST THAT OFTEN ARISE.**

4.0 SUBMISSION OF PROPOSALS

- 4.1 Proponents should submit their Proposals in writing on or before the time and date specified in the bottom row of the table in Section 2.1 above (the "**Closing Time**").
- 4.2 Each Proponent should submit its Proposal in an envelope clearly marked with the Proponent's name and the RFP title and number ("WATER MAIN RELINING; PS20140561") to the following address:

City of Vancouver
Supply Chain Management
453 West 12th Ave
Vancouver, British Columbia
Canada V5Y 1V4

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Notwithstanding the foregoing, envelopes submitted by courier or otherwise in-person should be delivered to:

Information Desk, Main Floor Rotunda,
Vancouver City Hall
453 West 12th Avenue
Vancouver, British Columbia
Canada, V5Y 1V4

- 4.3 To be considered by the City, a Proposal must be submitted under the cover of a Proposal Form, completed and duly executed by the relevant Proponent, including Appendix 1 thereto.
- 4.4 Proposals must not be submitted by fax or email.
- 4.5 Amendments to a Proposal may be submitted via the same methods, at any time prior to the Closing Time.
- 4.6 City requests that four (4) hard copies and one (1) electronic copy (on a flash drive, memory stick or similar medium) of each Proposal (or amendment) be submitted.
- 4.7 Proposals are revocable and may be withdrawn at any time before or after the Closing Time.
- 4.8 All costs associated with the preparation and submission of a Proposal, including any costs incurred by a Proponent after the Closing Time, will be borne solely by the Proponent.
- 4.9 Unnecessarily elaborate Proposals are discouraged. Proposals should generally be limited to the items specified in Part B of the RFP.
- 4.10 The City is willing to consider any Proposal from two or more Proponents that wish to form a consortium solely for the purpose of submitting a joint Proposal in response to the RFP, provided that they disclose the names of all members of the consortium and all members complete and execute a Proposal Form (Part C). Nonetheless, the City has a strong preference for Proposals submitted by a single Proponent, including a Proponent that would act as a general contractor and use subcontractors as required.
- 4.11 Proposals that are submitted after the Closing Time or that otherwise do not comply in full with the terms hereof may or may not be considered by the City and may or may not be returned to the Proponent, in the City's sole discretion.

5.0 CHANGES TO THE RFP AND FURTHER INFORMATION

- 5.1 The City may amend the RFP or make additions to it at any time.
- 5.2 It is the sole responsibility of Proponents to check the City's website at: <http://vancouver.ca/doing-business/open-bids.aspx> regularly for amendments, addenda, and questions and answers in relation to the RFP.
- 5.3 Proponents must not rely on any information purported to be given on behalf of the City that contradicts the RFP, as amended or supplemented in accordance with the foregoing Section 5.2

6.0 CONTRACT REQUIREMENTS

- 6.1 In addition to addressing the other requirements of Part B hereof, each Proponent should indicate in its Proposal the extent to which the Form of Agreement included as Part D hereof is

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consistent with its Proposal. If the Proposal is inconsistent with any part of the Form of Agreement, the Proponent should so state and should propose alternative contract language as part of its Proposal.

- 6.2 If the head office of a Proponent is located within the City of Vancouver or if the Proponent is to perform any work at a site located within the City of Vancouver, the execution of any Agreement will be contingent upon the Proponent having a valid City of Vancouver business license.
- 6.3 The term of any Agreement is expected to be a three-year period, with two possible one-year extensions, for a maximum total term of five years.

7.0 PRICING

- 7.1 All prices quoted in any Proposal must be inclusive of any provincial sales tax payable by the City under the *Provincial Sales Tax Act*, S.B.C.2012, c.35 ("**PST**"), but exclusive of any tax calculated upon such prices under the Excise Tax Act, R.S.C., 1985, c. E-15 ("**GST**") or under any other sales tax legislation. GST and any such other sales tax (but not PST) should be described separately in each Proposal.
- 7.2 Prices must be quoted in Canadian currency.

8.0 EVALUATION OF PROPOSALS

- 8.1 The City may open or decline to open Proposals in such manner and at such times and places as are determined by the City.
- 8.2 The City currently intends that all Proposals submitted to it in accordance with the RFP will be evaluated by City representatives, using quantitative and qualitative tools and assessments, as appropriate, to determine which Proposal or Proposals offer the overall best value to the City. In so doing, the City expects to examine not only financial terms, but also
- (a) Proponents' skills, knowledge, references, reputations and previous experience(s), including experience(s) with past comparable projects;
 - (b) Proponents' proposed project plan and work methodology;
 - (c) Proponents' key personnel's knowledge and experiences;
 - (d) Proponents' capabilities to meet the City's schedule;
 - (e) Proposed lining materials, warranty, and QA/QC process;
 - (f) Innovation and environmental or social sustainability impacts.

Certain other factors may be mentioned in Part B or elsewhere in the RFP.

- 8.3 The City will retain complete control over the RFP process at all times until the execution and delivery of an Agreement or Agreements, if any. The City is not legally obligated to review, consider or evaluate Proposals, or any particular Proposal, and need not necessarily review, consider or evaluate Proposals, or any particular Proposal in accordance with the procedures set out in the RFP. The City may continue, interrupt, cease or modify its review, evaluation and negotiation process in respect of any or all Proposals at any time without further explanation or notification to any Proponents.

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- 8.4 The City may, at any time prior to signing an Agreement, discuss or negotiate changes to the scope of the RFP with any one or more of the Proponents without having any duty or obligation to advise the other Proponents or to allow the other Proponents to vary their Proposals as a result of such discussions or negotiations.
- 8.5 The City may elect to short-list Proponents and evaluate Proposals in stages. Short-listed Proponents may be asked to provide additional information or details for clarification, including by attending interviews, making presentations, supplying samples, performing demonstrations, furnishing technical data or proposing amendments to the Form of Agreement. The City will be at liberty to negotiate in parallel with one or more short-listed Proponents, or in sequence, or in any combination, and may at any time terminate any or all negotiations.
- 8.6 Prior to approval of a Proposal, the City must be satisfied as to the Proponent's financial stability. Proponents may be asked to provide financial statements prepared by an accountant and covering at least the prior two years.
- 8.7 The City may request that any proposed subcontractors undergo evaluation by the City.
- 8.8 The City is not under any obligation to approve any Proposal and may elect to terminate the RFP at any time.
- 8.9 For the avoidance of doubt, notwithstanding any other provision in the RFP, the City has in its sole discretion, the unfettered right to:
- (a) accept any Proposal;
 - (b) reject any Proposal;
 - (c) reject all Proposals;
 - (d) accept a Proposal which is not the lowest-price proposal;
 - (e) accept a Proposal that deviates from the Requirements or the conditions specified in the RFP;
 - (f) reject a Proposal even if it is the only Proposal received by the City;
 - (g) accept all or any part of a Proposal;
 - (h) split the Requirements between one or more Proponents; and
 - (i) enter into one or more agreements respecting the subject matter of the RFP with any entity or entities at any time.

Without limiting the foregoing, the City may reject any Proposal by a Proponent that has a conflict of interest, has engaged in collusion with another Proponent or has otherwise attempted to influence the outcome of the RFP other than through the submission of its Proposal.

9.0 SUSTAINABILITY

- 9.1 The City's Procurement Policy, Ethical Purchasing Policy and related Supplier Code of Conduct found at <http://vancouver.ca/doing-business/selling-to-and-buying-from-the-city.aspx> align the City's approach to procurement with its corporate social, environmental and economic sustainability values and goals. They evidence the City's commitment to maximize benefits to

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the environment through product and service selection, and to ensure safe and healthy workplaces, where human and civil rights are respected. Each Proponent is expected to adhere to the supplier performance standards set forth in the Supplier Code of Conduct. The Ethical Purchasing Policy shall be referred to in the evaluation of Proposals, to the extent applicable.

- 9.2 Proponents are to provide environmentally sensitive products or services wherever possible. Where there is a requirement that the Proponent supply materials, and where such materials may cause adverse environmental effects, the Proponent is to indicate the nature of the hazard(s) in its Proposal. Furthermore, the Proponent is to advise the City of any known alternatives or substitutes for such materials that would mitigate such adverse effects.

10.0 CERTAIN APPLICABLE LEGISLATION

- 10.1 Proponents should note that the City of Vancouver is subject to the *Freedom of Information and Protection of Privacy Act* (British Columbia), which imposes significant obligations on the City's consultants or contractors to protect all personal information acquired from the City in the course of providing any service to the City.
- 10.2 Proponents should note that the *Income Tax Act* (Canada) requires that certain payments to non-residents be subject to tax withholding. Proponents are responsible for informing themselves regarding the requirements of the *Income Tax Act* (Canada), including the requirements to qualify for any available exemptions from withholding.

11.0 LEGAL TERMS AND CONDITIONS

- 11.1 **The legal obligations of a Proponent that will arise upon the submission of its Proposal are stated in Appendix 1 to the Proposal Form (Part C). Except where expressly stated in such Appendix 1: (i) no part of the RFP consists of an offer by the City to enter into any contractual relationship; and (ii) no part of the RFP is legally binding on the City.**
- 11.2 Potential Proponents should review Appendix 1 to the Proposal Form carefully before submitting a Proposal. Among other things, potential Proponents should note that:
- (a) Except for limited duties in respect of the protection of confidential information and the resolution of legal disputes (as fully specified in Appendix 1 to the Proposal Form), the City does not have, and will not have, any legal obligations to a Proponent or to any proposed subcontractor of that Proponent in respect of the RFP or that Proponent's Proposal until such time as an Agreement is entered into with that Proponent.
 - (b) The City is a public body required by law to act in the public interest. In no event, however, does the City owe *to the Proponent or to any of the Proponent's proposed subcontractors* (as opposed to the public) any contract or tort law duty of care, fairness, impartiality or procedural fairness in the RFP process, or any contract or tort law duty to preserve the integrity of the RFP process.
 - (c) Except only and to the extent that the City is in breach of its duties with respect to a Proponent's confidential information, each Proponent is required to broadly release the City, its officials, its agents and its employees from liability for any losses incurred by the Proponent.
 - (d) Except only and to the extent that the City is in breach of its duties with respect to a Proponent's confidential information, each Proponent is required to broadly indemnify and hold harmless the City, its officials, its agents and its employees from and against losses in respect of any claim or threatened claim against any of them.

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- (e) Except with respect to the City's duties in respect of a Proponent's confidential information, even to the extent the city is found to have breached any duty to the Proponent, if any, the liability of the City, its officials, its agents and its employees to the Proponent will be limited to \$100.
- (f) With limited exceptions set forth in such Appendix 1 to the Proposal Form, any dispute between the City and a Proponent will be subject to arbitration.
- (g) All RFP-related documents provided to any Proponent by the City remain the property of the City and must be returned to the City, or destroyed, upon request by the City.
- (h) The documentation containing any Proposal, once submitted to the City, becomes the property of the City, and the City is under no obligation to return the Proposal to the Proponent.
- (i) The City will treat any Proposal (and the City's evaluation of it), in confidence in substantially the same manner as it treats its own confidential material and information, subject, however, to the applicable provisions of the *Freedom of Information and Protection of Privacy Act* (British Columbia), other applicable legal requirements, and the City's full right to publicly disclose any and all aspects of the Proposal in the course of publicly reporting to the Vancouver City Council or announcing the results of the RFP to Proponents.
- (j) Proponents must not divulge or disclose to any third parties any non-public documents or information concerning the affairs of the City, which have been or are in the future provided or communicated to a Proponent at any time (whether before, during or after the RFP process). Furthermore, each Proponent must agree to not use or exploit any such non-public documents or information in any manner, including in submitting its Proposal.
- (k) Each Proponent must waive any rights to obtain any records produced or kept by the City in evaluating its Proposal (and any other submissions) and must agree that under no circumstances will it make any application to the City or any court for disclosure of any records pertaining to the receipt, evaluation or selection of its Proposal (or any other submissions), including, without limitation, records relating only to the Proponent.
- (l) Each Proponent must disclose whether any officer, director, shareholder, partner, employee or contractor of the Proponent or of any of its proposed subcontractors, or any other person related to the Proponent's or any proposed subcontractor's organization (a "person having an interest") or any spouse, business associate, friend or relative of a person having an interest is:
 - i. an elected official or employee of the City; or
 - ii. related to or has any business or family relationship with an elected official or employee of the City,

in each case such that there could be any conflict of interest or an appearance of a conflict of interest in the evaluation or consideration of the Proponent's Proposal by the City. The City will evaluate each matter disclosed to determine whether and to what extent the Proponent can be given consideration in the RFP in light of the particular matter.

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- (m) Each Proponent must disclose whether any person having an interest (as defined above) is a former official, former employee or former contractor of the City who has non-public information relevant to the RFP obtained during his or her employment or engagement by the City. The City will evaluate each matter disclosed to determine whether and to what extent the Proponent can be given consideration in the RFP in light of the particular matter.
- (n) Each Proponent must disclose whether the Proponent or any of its proposed subcontractors is currently engaged in supplying (or is proposing to supply) goods or services to a third party such that entering into an agreement with the City in relation to the subject matter of the RFP would create a conflict of interest or the appearance of a conflict of interest between the Proponent's duties to the City and the Proponent's or its subcontractors' duties to such third party. The City will evaluate each matter disclosed to determine whether and to what extent the Proponent can be given consideration in the RFP in light of the particular matter.
- (o) Each Proponent is required to disclose whether the Proponent is competing for purposes of the RFP with any entity with which it is legally or financially associated or affiliated. Each Proponent must also disclose whether it is cooperating in any manner in relation to the RFP with any other Proponent responding to the RFP. The City will evaluate each matter disclosed to determine whether and to what extent the Proponent can be given consideration in the RFP in light of the particular matter.
- (p) Each Proponent is required to disclose whether it or any officer, director, shareholder, partner, employee or agent of the Proponent or any of its proposed subcontractors: (1) is registered as a lobbyist under any lobbyist legislation in any jurisdiction in Canada or in the United States of America; or (2) has engaged in any form of political or other lobbying whatsoever with respect to the RFP or sought, other than through the submission of its Proposal, to influence the outcome of the RFP process. The City will evaluate each matter disclosed to determine whether and to what extent the Proponent can be given consideration in the RFP in light of the particular matter.
- (q) A Proponent must not disclose or promote any relationship between it and the City, including by means of any verbal declarations or announcements and by means of any sales, marketing or other literature, letters, client lists, press releases, brochures, web sites or other written materials (whether in print, digital, electronic or other format) without the express prior written consent of the City. Each Proponent must undertake not to use the name, official emblem, mark, or logo of the City without the express prior written consent of the City.
- (r) Any Proposal which contains an error, omission or misstatement, which contains qualifying conditions, which does not fully address all of the requirements or expectations of the RFP, or which otherwise fails to conform to the RFP may or may not be rejected by the City at the City's sole discretion. The City may also invite a Proponent to adjust its Proposal to remedy any such problem, without providing the other Proponents an opportunity to amend their Proposals.

12.0 DEFINITIONS

12.1 In the RFP, the following capitalized terms have the following meanings:

- (a) **"Agreement"** means a contract entered into between the City and a successful Proponent, if any, following the conclusion of the RFP process, which contract is expected to be in substantially the same form as the Form of Agreement;

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- (b) **“City”** means the City of Vancouver, a municipal corporation continued pursuant to the Vancouver Charter;
 - (c) **“Form of Agreement”** means the form of agreement contained in Part D of the RFP;
 - (d) **“Proponent”** means an entity, which is not, by the terms hereof, restricted from submitting a Proposal, and which does submit a Proposal;
 - (e) **“Proposal”** means a proposal submitted in response to the RFP; and
 - (f) **“Proposal Form”** means the form contained in Part C of the RFP.
- 12.2 All other capitalized terms used in the RFP have the meanings given to them elsewhere in the RFP.

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PART B - CITY REQUIREMENTS AND ITEMS TO BE ADDRESSED IN PROPOSALS

1.0 CITY REQUIREMENTS

- 1.1 The City has the following objectives and requirements (together, the “**Requirements**”):
- (a) The City of Vancouver is seeking proposals to install a renewal lining to the inside of approximately 735m in-situ 1940’s unlined cast iron water main.
 - (b) Further information regarding the Requirements is contained in Annex 1 to the RFP.
- 1.2 The Requirements stated herein are current as of the date hereof, but they may change or be refined in the course of the evaluation of Proposals or otherwise.
- 1.3 Unless otherwise stated, if, and wherever, the Requirements state a brand name, a make, the name of a manufacturer, a trade name or a vendor catalogue number, it is for the purpose of establishing a grade or quality of materials, goods or equipment only. It is not intended to rule out the use of other equivalent materials, goods or equipment. If, however, products other than those specified are proposed in any Proposal, the Proposal must explicitly include the names of such products and their manufacturers, any trade names and any applicable vendor catalogue numbers, and the City may request that the Proponent provide specific evidence of equivalency. Evidence of quality in the form of samples may also be requested.
- 1.4 To the extent that the Requirements express estimates of quantities or volumes of goods or services expected to be required by the City, the City cannot offer any assurances that such quantities or volumes will in fact be required.

2.0 ITEMS TO BE ADDRESSED IN EACH PROPOSAL

- 2.1 Each Proposal should have: (i) a title page that clearly indicates the name of the Proponent and the general nature of the Proposal; (ii) a detailed table of contents; and (iii) an executive summary no more than one page long.
- 2.2 Each Proposal should contain a section titled “Technical Proposal,” which should address the Requirements. This section of the Proposal should be divided into paragraphs that correspond to the numbered paragraphs of the foregoing Section 1 of this Part B and the numbered paragraphs/sections of Annex 1 to the RFP.

Table 1 - Technical Table

Phase	Description by activities*	Team Members	Team Member Activity Role

*note: the Proponent should list out the proposed activities in this column.

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- 2.3 Each Proposal should contain a section titled "Commercial Proposal," which should contain full details of the Proponent's proposed pricing and payment terms, which should be in accordance with Part A of the RFP, and, which should include a completed table as set in Appendix 4 - Pricing Form to the PART C - PROPOSAL FORM.

All prices must be inclusive of any provincial sales tax payable by the City under the *Provincial Sales Tax Act*, S.B.C.2012, c.35 ("PST"), but exclusive of any tax calculated upon such prices under the Excise Tax Act, R.S.C., 1985, c. E-15 ("GST") or under any other sales tax legislation. GST and any such other sales tax (but not PST) should be described separately.

Reference should be made to the foregoing Section 1 of this Part B and Annex 1 to the RFP for any further requirements concerning pricing or payment terms, which should be addressed in each Proposal.

- 2.4 Each Proposal should contain a section titled "Proponent Overview," which should provide a description of the Proponent's company, purpose and history of successes.
- 2.5 Each Proposal should contain a section titled "Key Personnel," which should identify and provide professional biographical information for the key personnel that would perform the Proponent's work, outlining their intended roles in meeting the Requirements. If appropriate, also include a complete organization chart, identifying all roles and areas of responsibility.
- 2.6 Preference may be given to Proponents and proposed personnel that demonstrate knowledge and experience involving water main relining projects. Each Proponent should make clear in its Proposal its relevant knowledge and experience, and that of its proposed personnel.
- 2.7 Each Proposal should contain a section titled "References," which should provide names and contact information for approximately three parties for whom the Proponent has done work in the past.

Using the format set out in following Table 2 - References below, the vendor is to provide minimum three references. The vendor hereby consents to the City contacting these references, and consents to the City also contacting any other organization for the purposes of evaluating the vendor's company and quotation:

Table 2 - References

(Minimum 3 Projects completed for similar projects in the last 24 months)

Company Name	Project Manager	Telephone No. & Email	Brief Description of Work and Date Performed	Budget	Project Duration	Project End Result

- 2.8 Each Proposal should contain a section titled "Subcontractors," which should list all of the subcontractors that the Proponent proposes to use in carrying out its work under an

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Agreement, or state that the Proponent does not propose to use any subcontractors. If selected to enter into an Agreement with the City, the Proponent may be limited to using subcontractors listed in its Proposal.

- 2.9 If the City objects to a subcontractor listed in a Proposal, the City may permit a Proponent to propose a substitute Subcontractor acceptable to the City.
- 2.10 Each Proposal should contain a section titled "Work Plan," which should detail the sequential process by which the Proponent proposes to undertake the work, and which should include a timeline as necessary. The Proponent's work plan should make reference to the Requirements as appropriate. This section of the Proposal may be completed by cross-referencing the "Technical Proposal" section where appropriate.
- 2.11 The City is committed to environmental and socio-economic sustainability. Therefore, each Proposal should contain a section titled "Sustainability," wherein the Proponent should describe the environmental aspects of its Proposal. In addition, this section of the Proposal should include a completed table in the following form:

Sustainability Initiative	Description	Details	Response
a. Packaging Reduction	The City aims to reduce the packaging associated with acquiring various products. More and more suppliers are adopting innovative programs to reduce packaging.	Tell us about your proposed measures to reduce product packaging such as recycle ability, percentage of recycled content, return/collections programs and/or re-use. Examples include providing products in reusable packaging such as plastic totes, reducing unnecessary packaging such as shrink wrap or offering packaging that is made from recycled material.	
b. Greenhouse Gas/Carbon Reduction	The City aims to reduce its greenhouse gas/carbon emissions, where possible as part of its Climate Protection Program.	Tell us how the design and use of your product or service takes into account strategies to reduce its carbon footprint. Examples could include offering products with a limited amount of embedded carbon, having a strategy for limiting transportation-related to service provision and/or purchasing carbon credits to offset emissions	
c. Waste Reduction	The City aims to reduce waste where possible.	Tell us how your firm addresses waste minimization and diversion of waste from the landfill in the design of your product or service and its associated delivery, use and disposal. Examples include take-back programs	

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PART B - CITY REQUIREMENTS AND ITEMS TO BE ADDRESSED IN PROPOSALS

Sustainability Initiative	Description	Details	Response
		you may have for your products at end-of-life or products that are made from recycled materials.	
d. Toxic Reduction	The City aims to reduce toxins and hazardous substances in the workplace where possible.	Tell us what steps your firm has taken to use 'design for environment' principles to reduce toxic and hazardous substances found in your products. Examples could include products that contain polyvinyl chlorides (PVCs) or volatile organic compounds (VOCs).	
e. Third Party Eco-labelling	The City aims to purchase, when possible, products that are eco-certified or eco-labelled by a recognized third party.	Describe and explain third party certification for the products to be supplied, which includes labelling requirements. State the type of testing performed, and the standards applicable to support biodegradable products completely breaking down in the landfills.	
f. Socio-economic Sustainability	Socio-economic sustainability is important to the City. As such, The City aims to do business with suppliers who are striving to advance social and economic wellbeing in the community.	Tell us about your firm's efforts with regards to socio-economic sustainability. Examples include, but are not limited to, broadening educational and professional development opportunities, supporting minority/youth groups, and supporting low-threshold job programs for vulnerable people.	

Additionally, each Proposal should be accompanied by a duly completed Declaration of Supplier Code of Conduct Compliance in the form of Appendix 2 of Part C Proposal Form.

- 2.12 Notwithstanding any other provision hereof, the City welcomes Proposals respecting innovative or novel approaches to the City's objectives and requirements and may consider value-creating Proposals that derogate from the Requirements. Each Proposal should contain a section titled "Deviations and Variations," in which the Proponent should: (i) note proposed deviations or variations from the terms and conditions set out in the RFP or from the Requirements, even if such deviations or variation are also noted elsewhere in the Proposal; and (ii) detail proposed amendments to the Form of Agreement. If no amendments to the Form of Agreement are proposed, the Proponent should state that its Proposal is fully consistent with the Form of Agreement.
- 2.13 If, in addition to proposing services which meet the Requirements, the Proponent wishes to offer an alternative or alternatives, the alternative solution(s) should to be submitted separately as an appendix within the Proposal. Any pricing impact of the alternative solution(s) should be provided separately in the appendix.

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- 2.14 Each Proponent should note Section 9 of Appendix 1 to Part C and should include in its Proposal a section entitled "Conflicts; Collusion; Lobbying" as necessary.
- 2.15 The sections of each Proposal should be arranged in the order in which they are referred to in this Part B. Proponents should avoid, to the extent possible, the inclusion of other top-level Proposal sections.
- 2.16 Each Proponent should submit with its Proposal a Certificate of Existing Insurance, in the form of Annex 2 to the RFP, duly completed and signed by its insurance agent or broker as evidence of its existing insurance, along with a letter from its insurance broker or agent indicating whether or not (and, if not, then to what extent) it will be able to comply with the insurance requirements set out in Schedule 9 of the Form of Agreement, should the Proponent be selected as a successful Proponent. Any successful Proponent will also be required to provide proof of the satisfaction of all insurance requirements prior to or concurrently with the City entering into any Agreement.
- 2.17 Each Proponent should submit with its Proposal proof of valid WorkSafeBC registration. Such registration should be maintained as specified in GC.54 WORKSAFEBC ASSESSMENTS of the Form of Agreement.
- 2.18 Each Proposal must be submitted under the cover of a completed Proposal Form, including Appendix 1 thereto.
- 2.19 Bid bonds are not required.
- 2.20 Each Proposal must be accompanied by a "Form of Consent of Surety" as Appendix 6, duly completed by a surety company authorized and licensed to carry on business in British Columbia. The forms of these bonds are to be those issued by the Canadian Construction Documents Committee as follows:
- Performance Bond: CCDC 221 (latest)
- Labour and Material Payment Bond: CCDC 222 (latest)
- 2.21 A performance bond and labour and material payment bond will be filed with the City within seven (7) Working Days of being notified by the City of the award of the Contract, unless otherwise directed by the City.
- 2.22 The successful contractor will be required to provide i) a performance bond for 50% of the awarded proposed Price; and ii) a labour and material payment bond for 50% of such price. The cost of all bond premiums must be included in the proposed total price.

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PART B - CITY REQUIREMENTS AND ITEMS TO BE ADDRESSED IN PROPOSALS

ANNEX 1 - SCHEDULE OF DETAILED REQUIREMENTS

1.0 Introduction

The City of Vancouver is seeking proposals to install a renewal lining to the inside of an in-situ 1940's unlined cast iron water main.

2.0 Background

The City of Vancouver's Greenest City Action Plan calls for the reduction of waste and greenhouse gas (GHG) production. In demonstrating leadership, the City's Engineering Department is interested in piloting trenchless technologies on our aging water main infrastructure.

The City of Vancouver is principally interested in applying a water main liner in order to minimize corrosion potential and to maintain water quality characteristics. As a secondary interest, the City of Vancouver may also consider linings rated for structural rehabilitation.

3.0 Summary of Requirement

A contractor is needed to apply an in-place lining to the interior of 6" and 8" unlined cast iron water mains. A successful candidate will be experienced with potable main rehabilitation and will be certified applicator of a NSF61 approved product. It is expected that the contractor will provide references of past comparable projects in the format of Table 2 under 2.7 Reference of PART B - CITY REQUIREMENTS AND ITEMS TO BE ADDRESSED IN PROPOSALS.

The City of Vancouver has selected approximately 735m for lining in the Prince Edward and E34th Ave. neighbourhood. Depending on quoted unit costs per m the City will select the extent of the work to be completed. The City reserves the right to alter contractual quantities without penalty.

All proposed lining products should meet, and be applied as directed, in applicable industry standards and literature, which may include but is not limited to:

- AWWA C620-07 Spray- Applied In-Place Epoxy Lining of Water Pipelines, 3 In. and Larger,
- AWWA C602-00 Cement Mortar Lining of Water Pipelines In Place- 4IN. and Larger, and
- ASTM D4414- Wet film thickness measurement practices.

4.0 Proposal Requirements

The City of Vancouver is looking for a comprehensive proposal on lining cast iron water mains to maintain water quality. Condition assessments conducted in the neighbourhood show the mains are in acceptable structural condition, however structural linings will be considered as an added value proposal. Proposals are to include detailed information on:

- a) any required main cleaning procedures including what method is to be used, what preparation and set-up is required and the expected duration; available condition assessment information is included in Annex 3;

- b) the lining product itself including composition and material specifications such as curing time and the MSDS;
- c) the effects of the lining material on the asset life, operations and maintenance requirements, and hydraulic performance;
- d) the lining process including equipment to be used, the size and frequency of access pits required, maximum length of main that can be lined between access pits, lining thickness to be applied and the duration of installation and curing;
- e) the capabilities and limitations of the product and installation method including the ability for tees and bends to be lined, how property services will be affected and re-instated, and parameters for the installation environment;
- f) the quality assurance and quality control procedures to be used by contractor during and after lining;
- g) the specifications and standards for the proposed linings manufacture, and installation for inclusion in the construction agreement;
- h) scheduling and duration of the proposed work;
- i) outline of proposed laydown area, space requirements;
- j) site safety plan adherent to all relevant WorkSafeBC requirements.

5.0 Work Scope

The Contractor will be responsible for:

- a) Mobilization and demobilization of equipment;
- b) Acceptance of the site conditions as safe and conforming to methodology's requirements;
- c) Cleaning of the main in preparation of lining;
- d) Verification of cleanliness, dewatering and surface finish as required for the lining process (QA/QC);
- e) Lining the water main with the materials, equipment, and installation techniques as per specifications provided in 4.0;
- f) Verification of lining quality after curing complete (QA/QC);
- g) Service functionality reinstatement of the water mains and related appurtenances;
- h) Site cleanliness
- i) Site safety
- j) Warranty period of minimum one (1) year
- k) Coordination and communication with City's Project Manager

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6.0 City Provided

The City of Vancouver operates construction crews which will be responsible for many preparatory tasks such as temporary servicing properties and excavating access pits.

- a) Installing and uninstalling temporary servicing for all properties affected by the main work.
- b) Traffic control during work
- c) Public relations including notifications
- d) Isolating and draining the water main
- e) Excavating access pits, installing shoring as necessary and cutting and capping main
- f) Disinfection and acceptance of disinfection results before tie-in
- g) Re-connection of main to system, including the provision of required materials
- h) Backfilling access pits
- i) Road and Boulevard Restoration

7.0 Deliverables

The City expects to have a main lining installed that will improve the interior condition of the water main and possibly improve the structural integrity of the main.

8.0 Schedule

The project is to be completed by December 19, 2014. The schedule below is approximate and subject to adjustment:

Project Milestones	Date
RFP Award	October 13, 2014
Project Start	October 20, 2014
City Preparation Work Complete	November 3, 2014
Contractor Work Begins	TO BE FILLED IN BY CONTRACTOR
Contractor Work Completes	December 5 th , 2014
Project Complete	December 19, 2014

If above timeline is not achievable, the proponent must clearly state this in their RFP submission and provide an alternate schedule for consideration.

- 9.0 Attachments:** Three drawings showing the water main and associated appurtenances such as valves, hydrants and services have been attached as Annex 3.

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ANNEX 2 - LIST OF BLOCKS FOR RELINING

The list of blocks in the E34th and Prince Edward Neighbourhood for relining currently includes the following but subject to change: (Reference Annex 3)

1.0 Prince Edward St.-37th to 38th

- a. 8" 1949 unlined cast iron main
- b. 8 services to the east side of the street
- c. Hydrant

2.0 Prince Edward St.- 36th to 37th

- a. 8" 1949 unlined cast iron main
- b. 8 services to the east side of the street
- c. Hydrant

3.0 E36th Ave- Prince Edward St. to St. George St.

- a. 6" 1951 unlined cast iron main
- b. 17 services on both the north and south sides
- c. Hydrant

4.0 Prince Edward St.- 35th to 36th

- a. 8" 1949 unlined cast iron main
- b. 7 services to the east side of the street
- c. Hydrant

5.0 Prince Edward St.-34th to 35th

- a. 8" 1949 unlined cast iron main
- b. 10 Services- 7 to the east side and 3 to the west side
- c. Hydrant

6.0 E34th Ave- Prince Edward St. to St. George St.

- a. Primarily 6" 1949 unlined cast iron main
- b. There is a piece of 6" 2006 DICL in the middle of the block
- c. 9 services to the south side of the street

7.0 Prince Edward St.-33rd to 34th

- a. 8" 1949 unlined cast iron main
- b. 5 services to the west side of the street
- c. Hydrant

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ANNEX 3-DRAWINGS AND REPORTS

The following supplemental information is on memory stick and will be available for pick up in the Supply Chain Management Office at the following address. Proponents are responsible for the arrangement of memory stick pick-up and should give at least one day notice by sending an email to wen.shi@vancouver.ca.

City of Vancouver
Supply Chain Management
453 West 12th Ave
Vancouver, British Columbia
Canada V5Y 1V4

List of Documents on Memory Stick:

1.0 BASE PLAN DRAWINGS OF JOB EXTENTS

- a. DWG. No. AB1791 Sheet 1
- b. DWG. No. AB1791 Sheet 2
- c. DWG. No. AB1791 Sheet 3

2.0 AS BUILT BLOCK PLANS

- a. Prince Edward St - 33rd to 34th Avenue
- b. Prince Edward St - 34th to 35th Avenue
- c. Prince Edward St - 35th to 36th Avenue
- d. Prince Edward St - 36th to 37th Avenue
- e. Prince Edward St - 37th to 38th Avenue
- f. E 34th Avenue - Prince Edward St to St. George St

3.0 PIPE CONDITION REPORT

Water Main Inspection and Assessment for the City of Vancouver with the Investigator - Prince Edward Street between 34th and 36th Street - August 2013

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PROPOSAL FORM

RFP No. PS20140561, WATER MAIN RELINING (the "RFP")

Proponent's Name: _____
"Proponent"

Address: _____

Jurisdiction of Legal Organization: _____

Date of Legal Organization: _____

Key Contact Person: _____

Telephone: _____ Fax: _____

E-mail: _____

The Proponent, having carefully examined and read the RFP, including all amendments and addenda thereto, if any, and all other related information published on the City's website, hereby acknowledges that it has understood all of the foregoing, and in response thereto hereby submits the enclosed Proposal.

The Proponent further acknowledges that it has read and agreed to the Legal Terms & Conditions attached as Appendix 1 hereto and has separately executed such Appendix 1. .

IN WITNESS WHEREOF the Proponent has executed this Proposal Form:

Signature of Authorized Signatory for the Proponent

Date

Name and Title

Signature of Authorized Signatory for the Proponent

Date

Name and Title

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APPENDIX 1 TO PROPOSAL FORM

LEGAL TERMS AND CONDITIONS

1 APPLICATION OF THESE LEGAL TERMS AND CONDITIONS

These legal terms and conditions set out the City's and the Proponent's legal rights and obligations only with respect to the RFP proposal process and any evaluation, selection, negotiation or other related process. In no event will the legal terms and conditions of this Appendix 1 apply to, or have the effect of supplementing, any Contract formed between the City and the Proponent or otherwise apply as between the Proponent and the City following the signing of any such Contract.

2 DEFINITIONS

In this Appendix 1, the following terms have the following meanings:

- (a) "City" means the City of Vancouver, a municipal corporation continued pursuant to the Vancouver Charter.
- (b) "Contract" means a legal agreement, if any, entered into between the City and the Proponent as a result of the RFP.
- (c) "Losses" means, in respect of any matter, all direct or indirect, as well as consequential: claims, demands, proceedings, losses, damages, liabilities, deficiencies, costs and expenses (including without limitation all legal and other professional fees and disbursements, interest, penalties and amounts paid in settlement whether from a third person or otherwise).
- (d) "Proponent" means the legal entity which has signed the Proposal Form, and "proponent" means any proponent responding to the RFP, excluding or including the Proponent, as the context requires.
- (e) "Proposal" means the package of documents consisting of the Proposal Form (including this Appendix 1), the Proponent's proposal submitted under cover of the Proposal Form, and all schedules, appendices and accompanying documents, and "proposal" means any proposal submitted by any proponent, excluding or including the Proponent, as the context requires.
- (f) "Proposal Form" means that certain Part C of the RFP, completed and executed by the Proponent, to which this Appendix 1 is appended.
- (g) "RFP" means the document issued by the City as Request for Proposals No. PS20140561 - WATER MAIN RELINING, as amended from time to time and including all addenda.

3 NO LEGAL OBLIGATION ASSUMED BY THE CITY

Despite any other term of the RFP or the Proposal Form, including this Appendix 1 (except only Sections 7, 8.2 and 11 of this Appendix 1, in each case to the extent applicable), the City assumes no legal duty or obligation to the Proponent or to any proposed subcontractor in respect of the RFP, its subject matter or the Proposal unless and until the City enters into a Contract, which the City may decline to do in the City's sole discretion.

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4 NO DUTY OF CARE OR FAIRNESS TO THE PROPONENT

The City is a public body required by law to act in the public interest. In no event, however, does the City owe *to the Proponent or to any of the Proponent's proposed subcontractors* (as opposed to the public) any contract or tort law duty of care, fairness, impartiality or procedural fairness in the RFP process, or any contract or tort law duty to preserve the integrity of the RFP process. The Proponent hereby waives and releases the City from any and all such duties and expressly assumes the risk of all Losses arising from participating in the RFP process on this basis.

5 EVALUATION OF PROPOSALS

5.1 Compliance / Non-Compliance

Any proposal which contains an error, omission or misstatement, which contains qualifying conditions, which does not fully address all of the requirements or expectations of the RFP, or which otherwise fails to conform to the RFP may or may not be rejected by the City at the City's sole discretion. The City may also invite a proponent to adjust its proposal to remedy any such problem, without providing the other proponents an opportunity to amend their proposals.

5.2 Reservation of Complete Control over Process

The City reserves the right to retain complete control over the RFP and proposal processes at all times. Accordingly, the City is not legally obligated to review, consider or evaluate the proposals, or any particular proposal, and need not necessarily review, consider or evaluate the proposals, or any particular proposal, in accordance with the procedures set out in the RFP, and the City reserves the right to continue, interrupt, cease or modify its review, evaluation and negotiation processes in respect of any or all proposals at any time without further explanation or notification to any proponents.

5.3 Discussions/Negotiations

The City may, at any time prior to signing a Contract, discuss or negotiate changes to the scope of the RFP, any proposal or any proposed agreement with any one or more of the proponents without having any duty or obligation to advise the Proponent or to allow the Proponent to vary its Proposal as a result of such discussions or negotiations with other proponents or changes to the RFP or such proposals or proposed agreements, and, without limiting the general scope of Section 6 of this Appendix 1, the City will have no liability to the Proponent as a result of such discussions, negotiations or changes.

5.4 Acceptance or Rejection of Proposals

The City has in its sole discretion, the unfettered right to: accept any proposal; reject any proposal; reject all proposals; accept a proposal which is not the lowest-price proposal; accept a proposal that deviates from the requirements of the RFP or the conditions specified in the RFP; reject a proposal even if it is the only proposal received by the City; accept all or any part of a proposal; enter into agreements respecting the subject matter of the RFP with one or more proponents; or enter into one or more agreements respecting the subject matter of the RFP with any other person at any time.

6 PROTECTION OF CITY AGAINST LAWSUITS

6.1 Release by the Proponent

Except only and to the extent that the City is in breach of Section 8.2 of this Appendix 1, the Proponent now releases the City, its officials, its agents and its employees from all liability for any Losses incurred in connection with the RFP or the Proposal, including any Losses in connection with:

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- (a) any alleged (or judicially determined) breach by the City or its officials, agents or employees of the RFP (it being agreed that, to the best of the parties' knowledge, the City has no obligation or duty under the RFP which it could breach (other than wholly unanticipated obligations or duties merely alleged or actually imposed judicially))
- (b) any unintentional tort of the City or its officials or employees occurring in the course of conducting the RFP process,
- (c) the Proponent preparing and submitting the Proposal;
- (d) the City accepting or rejecting the Proposal or any other submission; or
- (e) the manner in which the City: reviews, considers, evaluates or negotiates any proposal; addresses or fails to address any proposal or proposals; resolves to enter into a Contract or not enter into a Contract or any similar agreement; or the identity of the proponent(s) or other persons, if any, with whom the City enters any agreement respecting the subject matter of the RFP.

6.2 Indemnity by the Proponent

Except only and to the extent that the City breaches Section 8.2 of this Appendix 1, the Proponent indemnifies and will protect, save and hold harmless the City, its officials, its agents and its employees from and against all Losses, in respect of any claim or threatened claim by the Proponent or any of its proposed subcontractors or agents alleging or pleading:

- (a) any alleged (or judicially determined) breach by the City or its officials or employees of the RFP (it being agreed that, to the best of the parties' knowledge, the City has no obligation or duty under the RFP which it could breach (other than wholly unanticipated obligations or duties merely alleged or actually imposed judicially));
- (b) any unintentional tort of the City or its officials or employees occurring in the course of conducting the RFP process, or
- (c) liability on any other basis related to the RFP or the proposal process.

6.3 Limitation of City Liability

In the event that, with respect to anything relating to the RFP or this proposal process (except only and to the extent that the City breaches Section 8.2 of this Appendix 1), the City or its officials, agents or employees are found to have breached (including fundamentally breached) any duty or obligation of any kind to the Proponent or its subcontractors or agents whether at law or in equity or in contract or in tort, or are found liable to the Proponent or its subcontractors or agents on any basis or legal principle of any kind, the City's liability is limited to a maximum of \$100, despite any other term or agreement to the contrary.

7 DISPUTE RESOLUTION

Any dispute relating in any manner to the RFP or the proposal process (except to the extent that the City breaches this Section 7 or Section 8.2 of this Appendix 1, and also excepting any disputes arising between the City and the Proponent under a Contract (or a similar contract between the City and a proponent other than the Proponent)) will be resolved by arbitration in accordance with the *Commercial Arbitration Act* (British Columbia), amended as follows:

- (a) The arbitrator will be selected by the City's Director of Legal Services;

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- (b) Section 6 of this Appendix 1 will:
 - i. bind the City, the Proponent and the arbitrator; and
 - ii. survive any and all awards made by the arbitrator; and
- (c) The Proponent will bear all costs of the arbitration.

8 PROTECTION AND OWNERSHIP OF INFORMATION

8.1 RFP and Proposal Documents City's Property

- (a) All RFP-related documents provided to the Proponent by the City remain the property of the City and must be returned to the City, or destroyed, upon request by the City.
- (b) The documentation containing the Proposal, once submitted to the City, becomes the property of the City, and the City is under no obligation to return the Proposal to the Proponent.

8.2 Proponent's Submission Confidential

Subject to the applicable provisions of the *Freedom of Information and Protection of Privacy Act* (British Columbia), other applicable legal requirements, and the City's full right to publicly disclose any and all aspects of the Proposal in the course of publicly reporting to the Vancouver City Council on the proposal results or announcing the results of the RFP, the City will treat the Proposal (and the City's evaluation of it), in confidence in substantially the same manner as it treats its own confidential material and information.

8.3 All City Information Confidential

- (a) The Proponent will not divulge or disclose to any third parties any non-public documents or information concerning the affairs of the City which have been or are in the future provided or communicated to the Proponent at any time (whether before, during or after the RFP process). Furthermore, the Proponent agrees that it has not and must not use or exploit any such non-public documents or information in any manner, including in submitting its Proposal.
- (b) The Proponent now irrevocably waives all rights it may have by statute, at law or in equity, to obtain any records produced or kept by the City in evaluating its Proposal (and any other submissions) and now agrees that under no circumstances will it make any application to the City or any court for disclosure of any records pertaining to the receipt, evaluation or selection of its Proposal (or any other submissions) including, without limitation, records relating only to the Proponent.

9 NO CONFLICT OF INTEREST / NO COLLUSION / NO LOBBYING

9.1 Declaration as to no Conflict of Interest in RFP Process

- (a) The Proponent confirms and warrants that there is no officer, director, shareholder, partner, employee or contractor of the Proponent or of any of its proposed subcontractors, or any other person related to the Proponent's or any proposed subcontractor's organization (a "person having an interest") or any spouse, business associate, friend or relative of a person having an interest who is:
 - i. an official or employee of the City; or

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- ii. related to or has any business or family relationship with an elected official or employee of the City,

in each case, such that there could be any conflict of interest or any appearance of conflict of interest in the evaluation or consideration of the Proposal by the City, and, in each case, except as set out, in all material detail, in a separate section titled "Conflicts; Collusion; Lobbying" in the Proposal.

- (b) The Proponent confirms and warrants that there is no person having an interest (as defined above) who is a former official, former employee or former contractor of the City and who has non-public information relevant to the RFP obtained during his or her employment or engagement by the City, except as set out, in all material detail, in a separate section titled "Conflicts; Collusion; Lobbying" in the Proposal.

9.2 Declaration as to No Conflict of Interest Respecting Proposed Supply

The Proponent confirms and warrants that neither the Proponent nor any of its proposed subcontractors is currently engaged in supplying (or is proposing to supply) goods or services to a third party such that entering into an agreement with the City in relation to the subject matter of the RFP would create a conflict of interest or the appearance of a conflict of interest between the Proponent's duties to the City and the Proponent's or its subcontractors' duties to such third party, except as set out, in all material detail, in a separate section titled "Conflicts; Collusion; Lobbying" in the Proposal.

9.3 Declaration as to No Collusion

The Proponent confirms and warrants that:

- (a) the Proponent is not competing within the RFP process with any entity with which it is legally or financially associated or affiliated, and
- (b) the Proponent is not cooperating in any manner in relation to the RFP with any other proponent responding to the RFP.

in each case, except as set out, in all material detail, in a separate section titled "Conflicts, Collusion, Lobbying" in the Proposal.

9.4 Declaration as to Lobbying

The Proponent confirms and warrants that:

- (a) neither it nor any officer, director, shareholder, partner, employee or agent of the Proponent or any of its proposed subcontractors is registered as a lobbyist under any lobbyist legislation in any jurisdiction in Canada or in the United States of America; and
- (b) neither it nor any officer, director, shareholder, partner, employee or agent of the Proponent or any of its proposed subcontractors has engaged in any form of political or other lobbying whatsoever with respect to the RFP or sought, other than through the submission of the Proposal, to influence the outcome of the RFP process,

in each case as set out, in all material detail, in a separate section titled "Conflicts, Collusion, Lobbying" in the Proposal.

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10 NO PROMOTION OF RELATIONSHIP

The Proponent must not disclose or promote any relationship between it and the City, including by means of any verbal declarations or announcements and by means of any sales, marketing or other literature, letters, client lists, press releases, brochures, web sites or other written materials (whether in print, digital, electronic or other format) without the express prior written consent of the City. The Proponent undertakes not to use the name, official emblem, mark, or logo of the City, including without limitation, "City of Vancouver", "Vancouver Police Board", "Vancouver Public Library", "Vancouver Park Board", "Vancouver Board of Parks and Recreation", or any other reference to any of the foregoing, without the express prior written consent of the City.

11 GENERAL

- (a) All of the terms of this Appendix 1 to this Proposal Form which by their nature require performance or fulfillment following the conclusion of the proposal process will survive the conclusion of such process and will remain legally enforceable by and against the Proponent and the City.
- (b) The legal invalidity or unenforceability of any provision of this Appendix 1 will not affect the validity or enforceability of any other provision of this Appendix 1, which will remain in full force and effect.
- (c) The Proponent now assumes and agrees to bear all costs and expenses incurred by the Proponent in preparing its Proposal and participating in the RFP process.
- (d) The Proponent consents to the City contacting any references named by the Proponent in the Proposal.

AS EVIDENCE OF THE PROPONENT'S INTENT TO BE LEGALLY BOUND BY THIS APPENDIX 1, THE PROPONENT HAS EXECUTED AND DELIVERED THIS APPENDIX 1 AS AN INTEGRAL PART OF ITS PROPOSAL FORM IN THE MANNER AND SPACE SET OUT BELOW:

Signature of Authorized Signatory for the Proponent

Date

Name and Title

Signature of Authorized Signatory for the Proponent

Date

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PART C - PROPOSAL FORM

APPENDIX 2 TO PROPOSAL FORM

DECLARATION OF SUPPLIER CODE OF CONDUCT COMPLIANCE

Purpose: All proposed suppliers are to complete and submit this form to certify compliance with the supplier performance standards set out in the Supplier Code of Conduct.

The City of Vancouver expects each supplier of goods and services to the City to comply with the supplier performance standards set out in the City's Supplier Code of Conduct (SCC) <http://vancouver.ca/policy_pdf/AF01401P1.pdf>. The SCC defines minimum labour and environmental standards for City suppliers and their subcontractors.

Suppliers are expected to comply with the aforementioned standards upon submitting a tender, proposal, application, expression of interest or quotation to the City, or have a plan in place to comply within a specific period of time. The City reserves the right to determine an appropriate timeframe in which suppliers must come into compliance with these standards. To give effect to these requirements, an authorised signatory of each proposed vendor must complete the following declaration and include this declaration with its submission:

As an authorised signatory of _____ (*vendor name*), I declare that I have reviewed the SCC and to the best of my knowledge, _____ (*vendor name*) and its proposed subcontractors have not been and are not currently in violation of the SCC or convicted of an offence under national and other applicable laws referred to in the SCC, other than as noted in the table below (*include all violations/convictions that have occurred in the past three years as well as plans for corrective action*).

Section of SCC / title of law	Date of violation /conviction	Description of violation / conviction	Regulatory / adjudication body and document file number	Corrective action plan

I understand that a false declaration and/or lack of a corrective action plan may result in no further consideration being given to the submission of _____ (*vendor name*).

Signature: _____

Name and Title: _____

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WATER MAIN RELINING
PART C - PROPOSAL FORM**

APPENDIX 3 TO PROPOSAL FORM

CITY'S MINIMUM SERVICE REQUIREMENTS

By checking 'yes' or 'no' in response to each question in the following Table, the vendor is to indicate whether or not it meets the City's minimum service requirements, which are described in detail in Appendix 1.

	MINIMUM SERVICE REQUIREMENTS	YES	NO
1.	Does your company have experience with water main relining, especially in cast iron pipe? If yes, please provide examples and references.	<input type="checkbox"/>	<input type="checkbox"/>
2.	Does your company have certified applicators from the products' manufacturing company?	<input type="checkbox"/>	<input type="checkbox"/>
3.	Is your company able to meet the City's Schedule as stated in section 7.0 Schedule of Annex 1 - SCHEDULE OF DETAILED REQUIREMENTS.	<input type="checkbox"/>	<input type="checkbox"/>
4.	Are your company's products NSF61 certified?	<input type="checkbox"/>	<input type="checkbox"/>
5.	Does your company have Quality Assurance and Quality Control procedures in place and to be implemented during and after the lining?	<input type="checkbox"/>	<input type="checkbox"/>
6.	Is your company able to meet the minimum insurance requirements set out in Schedule 9 of Part D - Form of Agreement?	<input type="checkbox"/>	<input type="checkbox"/>
7.	Is your company registered and in good standing with WorkSafeBC?	<input type="checkbox"/>	<input type="checkbox"/>

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APPENDIX 4 TO PROPOSAL FORM

Pricing Form

1.0 Project Fee -

Should more space be required, the vendor may use the same table formats and attach separately to the Proposal Form ensuring that such additional pages correctly reference each corresponding section of this form.

All prices should include PST but Exclude GST.

Table 3 - Commercial Table - Total Project Fee

Description	Fees Including Disbursement (Including PST but Excluding GST)
1. Water Quality Relining - Subtotal	\$
2. Structural Relining - Subtotal (optional)	\$
3. Cleaning and Preparation - Subtotal	\$
Grand Total	\$

Table 3.1 - Commercial Table - Water Quality Relining

Segment	Quantity	Unit of Measure	Fees Including Disbursement (Including PST but Excluding GST)
1. E34th Ave- Prince Edward St. to Snt. George St. Water Quality Relining - 130 m of 6" cast iron main	1	Lump Sum	\$
2. E36th Ave- Prince Edward St. to Snt. George St. Water Quality Relining - 135m of 6" cast iron main	1	Lump Sum	\$
3. Prince Edward St.-33rd to 34th Water Quality Relining - 69m of 8" cast iron main	1	Lump Sum	\$
4. Prince Edward St.-34th to 35th Water Quality Relining - 80.5m of 8" cast iron main	1	Lump Sum	\$
5. Prince Edward St.- 35th to 36th Water Quality Relining - 90.5m of 8" cast iron main	1	Lump Sum	\$
6. Prince Edward St.- 36th to 37th Water Quality Relining - 100m of 8" cast iron main	1	Lump Sum	\$
7. Prince Edward St.-37th to 38th Water Quality Relining - 106m of 8" cast iron mains	1	Lump Sum	\$
Water Quality Relining - Subtotal			\$

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Table 3.2 - Commercial Table - Structural Relining (OPTIONAL)

Segment	Quantity	Unit of Measure	Fees Including Disbursement (Including PST but Excluding GST)
1. E34th Ave- Prince Edward St. to Snt. George St. Structural Relining - 130 m of 6" cast iron main	1	Lump Sum	\$
2. E36th Ave- Prince Edward St. to Snt. George St. Structural Relining - 135m of 6" cast iron main	1	Lump Sum	\$
3. Prince Edward St.- 33rd to 34th Structural Relining - 69m of 8" cast iron main	1	Lump Sum	\$
4. Prince Edward St.-34th to 35th Structural Relining - 80.5m of 8" cast iron main	1	Lump Sum	\$
5. Prince Edward St.- 35th to 36th Structural Relining - 90.5m of 8" cast iron main	1	Lump Sum	\$
6. Prince Edward St.- 36th to 37th Structural Relining - 100m of 8" cast iron main	1	Lump Sum	\$
7. Prince Edward St.-37th to 38th Structural Relining - 106m of 8" cast iron mains	1	Lump Sum	\$
Structural Relining - Subtotal			\$

Table 3.3 - Commercial Table - Cleaning and preparation

Segment	Quantity	Unit of Measure	Fees Including Disbursement (Including PST but Excluding GST)
1. E34th Ave- Prince Edward St. to Snt. George St. Cleaning and preparation - 130 m of 6" cast iron main	1	Lump Sum	\$
2. E36th Ave- Prince Edward St. to Snt. George St. Cleaning and preparation - 135m of 6" cast iron main	1	Lump Sum	\$
3. Prince Edward St.- 33rd to 34th Cleaning and preparation - 69m of 8" cast iron main	1	Lump Sum	\$
4. Prince Edward St.-34th to 35th Cleaning and preparation - 80.5m of 8" cast iron main	1	Lump Sum	\$
5. Prince Edward St.- 35th to 36th Cleaning and preparation - 90.5m of 8" cast iron main	1	Lump Sum	\$
6. Prince Edward St.- 36th to 37th Cleaning and preparation - 100m of 8" cast iron main	1	Lump Sum	\$
7. Prince Edward St.-37th to 38th Cleaning and preparation - 106m of 8" cast iron mains	1	Lump Sum	\$
Cleaning and preparation - Subtotal			\$

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2.0 Schedule of Labour Rates

Table 4 - Commercial Table - Schedule of Labour Rates

Proponents shall provide unit price for applicable labour as follows, to be used for change orders.

Team Members	Activity/Role	Regular Rate	Overtime Rate
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$

3.0 Schedule of Equipment Rates

Table 5 - Commercial Table - Schedule of Equipment Rates

No.	Equipment Description	Hourly Rate	No. of Hours	Overhead And Profit	Total Price
		\$		\$	\$
		\$		\$	\$
		\$		\$	\$
		\$		\$	\$

4.0 DEVIATIONS, ALTERNATIVES AND ADDITIONAL SERVICES

Are there services with deviations, or alternative or additional services suggested by the vendor? If yes, list them and their price(s), and describe them below:

(Describe the deviations or describe the alternative services. Attach documents if necessary.)

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PART C - PROPOSAL FORM**

APPENDIX 5 TO PROPOSAL FORM

SUBCONTRACTORS AND SUPPLIERS

Proponent intends to use the following Subcontractors for the portions of the Work identified below.
All subcontractors who are proposed to perform any portion of the Work should be listed.

Subcontractors

Subcontractor	Address	Division/Section Of Work

Proponent intends to use the following Suppliers and manufacturers for _____
[describe relevant portions of the Work].

Suppliers

Supplier	Manufacturer	Address	Item

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PART C - PROPOSAL FORM

APPENDIX 6 TO PROPOSAL FORM

FORM OF CONSENT OF SURETY

PROJECT: _____

Should it be required, we the undersigned Surety Company do hereby undertake to become bound as sureties in an approved Contract Performance Bond and Labour and Material Payment Bond, each in the amount of fifty percent (50%) of the awarded Price for the fulfillment of the CONTRACT and for the performance of the Work as described herein, which may be awarded to _____ at the awarded proposed Price set forth in the attached Proposal, which Performance Bond and Labour and Material Payment Bond we understand are to conform to the applicable CCDC forms and be filed with the City within 7 Working Days of receipt of Notice of Award of the Contract, unless otherwise directed by the City.

We hereby further declare that the undersigned Surety Company is legally entitled to do business in the Province of British Columbia and that it has a net worth over and above its present liabilities and the amounts herein set forth.

The Common Seal of _____

was hereto affixed in the presence of:

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APPENDIX 7 TO PROPOSAL FORM
CERTIFICATE OF EXISTING INSURANCE
TO BE COMPLETED AND APPENDED TO THE PROPOSAL

Section 2 through 8 – to be completed and executed by the Insurer or its Authorized Representative

1. **THIS CERTIFICATE IS ISSUED TO:** City of Vancouver, 453 W 12th Avenue, Vancouver, BC, V5Y 1V4
and certifies that the insurance policy (policies) as listed herein has/have been issued to the Named Insured and is/are in full force and effect.
2. **NAMED INSURED** *(must be the same name as the proponent/bidder and is either an individual or a legally incorporated company)*

BUSINESS TRADE NAME or DOING BUSINESS AS

BUSINESS ADDRESS

DESCRIPTION OF OPERATION

3. **PROPERTY INSURANCE (All Risks Coverage including Earthquake and Flood)**

INSURER _____	Insured Values (Replacement Cost) -
TYPE OF COVERAGE _____	Building and Tenants' Improvements \$ _____
POLICY NUMBER _____	Contents and Equipment \$ _____
POLICY PERIOD From _____ to _____	Deductible Per Loss \$ _____

4. **COMMERCIAL GENERAL LIABILITY INSURANCE (Occurrence Form)**

Including the following extensions:	INSURER _____
✓ Personal Injury	POLICY NUMBER _____
✓ Property Damage including Loss of Use	POLICY PERIOD From _____ to _____
✓ Products and Completed Operations	Limits of Liability (Bodily Injury and Property Damage Inclusive) -
✓ Cross Liability or Severability of Interest	Per Occurrence \$ _____
✓ Employees as Additional Insureds	Aggregate \$ _____
✓ Blanket Contractual Liability	All Risk Tenants' Legal Liability \$ _____
✓ Non-Owned Auto Liability	Deductible Per Occurrence \$ _____

5. **AUTOMOBILE LIABILITY INSURANCE** for operation of owned and/or leased vehicles

INSURER _____	Limits of Liability -
POLICY NUMBER _____	Combined Single Limit \$ _____
POLICY PERIOD From _____ to _____	<i>If vehicles are insured by ICBC, complete and provide Form APV-47.</i>

6. ☐ **UMBRELLA OR** ☐ **EXCESS LIABILITY INSURANCE** **Limits of Liability (Bodily Injury and Property Damage Inclusive)**

INSURER _____	Per Occurrence \$ _____
POLICY NUMBER _____	Aggregate \$ _____
POLICY PERIOD From _____ to _____	Self-Insured Retention \$ _____

7. **PROFESSIONAL LIABILITY INSURANCE**

INSURER _____	Limits of Liability
POLICY NUMBER _____	Per Occurrence/Claim \$ _____
POLICY PERIOD From _____ to _____	Aggregate \$ _____
	Deductible Per Occurrence/Claim \$ _____

If the policy is in a "CLAIMS MADE" form, please specify the applicable Retroactive Date: _____

8. **OTHER INSURANCE**

TYPE OF INSURANCE _____	Limits of Liability
INSURER _____	Per Occurrence \$ _____
POLICY NUMBER _____	Aggregate \$ _____
POLICY PERIOD From _____ to _____	Deductible Per Loss \$ _____

TYPE OF INSURANCE _____	Limits of Liability
INSURER _____	Per Occurrence \$ _____
POLICY NUMBER _____	Aggregate \$ _____
POLICY PERIOD From _____ to _____	Deductible Per Loss \$ _____

SIGNED BY THE INSURER OR ITS AUTHORIZED REPRESENTATIVE

PRINT NAME OF INSURER OR ITS AUTHORIZED REPRESENTATIVE, ADDRESS AND PHONE NUMBER

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WATER MAIN RELINING
PART C - PROPOSAL FORM

APPENDIX 8 TO PROPOSAL FORM

Purpose: This document is designed to identify where suppliers are going above the minimum standards in the Supplier Code of Conduct and are demonstrating sustainability leadership in their own operations as part of the evaluation criteria of a bid process.

As part of the City's corporate Purchasing Policy and related Supplier Code of Conduct, all City vendors must meet minimum requirements related to ethical, social and environmental standards. Beyond these basic requirements, the City would also like to reward vendors that are demonstrating leadership and innovation in sustainability. In order to be able to do so, the City requires that all suppliers bidding on a City contract answer the following questions. The answers to the questionnaire will be evaluated as part of the bid evaluation process.

You will need to be able to verify all your answers to the City upon request. Please keep in mind that these questions relate to your company's internal operations and overall sustainability leadership.

Section 1: Workplace Health & Safety, Wage Rates and Diversity

1. Tell us how your company works to promote workplace health and safety.

a) We have a documented Health & Safety Policy and Program that is openly endorsed by senior management and is updated on an annual basis	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b) We have a Health & Safety Manual that includes safe work procedures, incident investigation process with the intent of prevention, workplace inspection process and emergency preparedness and response.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c) We conduct hazard assessments and job task-specific health & safety training on an annual basis	<input type="checkbox"/> Yes	<input type="checkbox"/> No
d) We are registered with one or more of these Safety Management System/Program:		
OHSAS 18001	<input type="checkbox"/> Yes	<input type="checkbox"/> No
CAN/CSA Z1000	<input type="checkbox"/> Yes	<input type="checkbox"/> No
ANSI Z10	<input type="checkbox"/> Yes	<input type="checkbox"/> No
e) We have a system registered, certified or recognized by another standard	Please specify _____	

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f) We adhere to one or more of the ILO health and safety resolutions	<input type="checkbox"/> Yes	<input type="checkbox"/> No
g) We have a non-registered audited health and safety management system	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. Tell us how you ensure fair wages and employee benefits.		
a) We pay all of our staff a minimum wage that meets the regional LICO (See http://www.statcan.gc.ca/pub/75f0002m/2009002/tbl/tbl-2-eng.htm for wage amounts)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b) We pay benefits to all of our full-time employees	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. Tell us about your strategy to address diversity in your workplace.		
a) We have a policy or strategy to support hiring a diverse workforce	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b) We have a policy or strategy to purchase from diverse contractors/suppliers	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c) Our company participates in work/employment training programs for vulnerable/diverse populations (e.g. Social purchasing portal)	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Section 2: Environmental Management & Stewardship

4. Tell us what policies and programs your company has in place to manage its environmental impact.		
a) We have a documented Environmental or Sustainability Policy	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b) We have an environmental management system registered to ISO 14001	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c) We have a system registered, certified or recognized by another standard (e.g. EMAS)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Please specify _____		
d) We have a non-registered audited environmental management system	<input type="checkbox"/> Yes	<input type="checkbox"/> No
e) We conduct compliance audits to health, safety and environmental legislation	<input type="checkbox"/> Yes	<input type="checkbox"/> No
f) We produce a publicly available annual environmental, CSR, sustainability or accountability report	<input type="checkbox"/> Yes	<input type="checkbox"/> No

5. Tell us how your company works to reduce its greenhouse gas (GHG) emissions.

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a) We measure our GHG emissions and have developed a reduction strategy	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b) We publicly report our GHG emissions	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c) We have set publicly available GHG reduction targets	<input type="checkbox"/> Yes	<input type="checkbox"/> No
d) We have set a target for the use of renewable or alternative forms of energy and have developed a strategy to reach this target	<input type="checkbox"/> Yes	<input type="checkbox"/> No
e) We have retrofitted our facility, our fleet and/or made process improvements to decrease GHG emissions and energy use	<input type="checkbox"/> Yes	<input type="checkbox"/> No
f) We have an alternative transportation program for employees (e.g. public transit subsidy, cycling facilities, carpooling program)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
g) We purchase from shipping/delivery companies that have taken steps to reduce their GHG emissions	<input type="checkbox"/> Yes	<input type="checkbox"/> No
h) We operate in third party verified green buildings and have developed a plan to meet third party verified standards (such as LEED, BREEAM, etc) in as many of our facilities as possible	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Please specify the verification system: _____		

6. Tell us how your company works to reduce waste in its daily operations.

a) We conduct annual audits to measure the total amount of solid waste generated by our facilities and have a waste reduction strategy	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b) We have set publicly available waste reduction targets	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c) We have an office recycling program that includes office paper, beverage containers, batteries and printer cartridges	<input type="checkbox"/> Yes	<input type="checkbox"/> No
d) We have other recycling programs in our operations	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Please specify additional materials recycled: _____		

7. Tell us how your company works to reduce the use of toxins and properly manage hazardous substances

**REQUEST FOR PROPOSALS NO. PS20140561
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a) We are not in violation with any local, national or international laws related to the use of toxins and management of hazardous substances	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b) We have a Toxic Reduction Strategy/Policy that aims to reduce toxins across all operations	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c) We measure the implementation of our Toxic Reduction Strategy/Policy against a pre-determined set of performance metrics and verify performance with a third-party	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Section 3: Back-up Documentation to Verify Responses

The City reserves the right to verify responses on this questionnaire and may request some or all of the following documentation.

<i>Section</i>	<i>Question</i>	<i>Back-up Documentation</i>
Section 1: Workplace Health & Safety, Wage Rates and Diversity	Question 1	<ul style="list-style-type: none"> • A copy of policies • Proof of safety management system certification
	Question 2	<ul style="list-style-type: none"> • Documentation of employee benefit packages and a list of those who receive benefits
	Question 3	<ul style="list-style-type: none"> • A copy of policies
Section 2: Environmental Management & Stewardship	Question 4	<ul style="list-style-type: none"> • A copy of policies • Proof of environmental management system certification • A copy of public report
	Question 5	<ul style="list-style-type: none"> • A copy of public report • A copy of reduction targets and related results • A copy of LEED, BREEAM, etc. certification
	Question 6	<ul style="list-style-type: none"> • Total tonnes of solid waste generated • A copy of reduction targets
	Question 7	<ul style="list-style-type: none"> • A copy of policy or strategy • A copy of reduction targets and related results • A copy of third party audit/verification



REQUEST FOR PROPOSALS NO. PS20140561
WATER MAIN RELINING

FORM OF AGREEMENT

between

and

CITY OF VANCOUVER

_____, 20____

REQUEST FOR PROPOSALS NO. PS20140561
WATER MAIN RELINING
PART D - FORM OF AGREEMENT

This AGREEMENT (this “**Agreement**”) is made as of the ____ the day of _____.

BETWEEN:

CITY OF VANCOUVER, having an office at
453 West 12th Avenue
Vancouver, British Columbia, V5Y 1V4

(hereinafter referred to as the “**Owner**”)

OF THE FIRST PART

AND:

[NTD: INSERT CONTRACTOR NAME/ADDRESS]

(hereinafter referred to as the “**Contractor**”)

OF THE SECOND PART

WHEREAS:

- A. The Owner has appointed [insert] (hereinafter referred to as the “**Engineer**” for the purposes of this Contract) to act as its sole and exclusive agent for purposes of managing and administering the performance of the Work by the Contractor in accordance with the Specifications, Drawings and other Contract Documents; and
- B. The Contractor has agreed with the Owner to perform the Work and to furnish all plant, tools, equipment, labour, Products, material and supervision necessary therefor as hereinafter set forth.

NOW THEREFORE THIS AGREEMENT WITNESSES as follows:

ARTICLE 1 ROLE OF THE ENGINEER

The Owner hereby designates and appoints the Engineer as its sole and exclusive agent for the purpose of, on behalf of the Owner, managing and administering the performance of the Work, as set out in the Contract Documents. Unless otherwise notified in writing by the Owner to the Contractor, the agency of the Engineer shall continue for the entire duration of this Contract including the period of any guarantees or warranties given by or through the Contractor. In the event of the revocation in writing of the agency of the Engineer by the Owner, the Engineer shall have no further authority under this Contract, except as may be specifically designated in writing by the Owner and agreed to in writing by the Engineer, and all references to the Engineer in this Contract shall thereafter be deemed to be references to the Owner or to such other person designated in writing to the Contractor. The Engineer may from time to time delegate to a representative the performance of, or the authority to perform, the duties, responsibilities, rights and obligations of the Owner in respect of which the Engineer has been designated and appointed as its sole and exclusive agent.

ARTICLE 2 WORK

The Contractor will carry out the Work, and will furnish all materials, equipment, products, labour, services and supervision necessary to carry out the Work as specified in and in accordance with the Contract Documents.

All of the Work shall be done, performed or furnished by the Contractor in a proper and workmanlike manner and in accordance with the requirements of the Contract Documents (as hereinafter defined).

ARTICLE 3 CONTRACT DOCUMENTS

REQUEST FOR PROPOSALS NO. PS20140561
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PART D - FORM OF AGREEMENT

3.1 The following are the Contract Documents, whether or not attached to this Agreement:

- (a) this Agreement and the following schedules:
 - (i) Schedule 1 - General Conditions (the “**General Conditions**”);
 - (ii) Schedule 2 - Specifications and Drawings (the Specifications and Drawings listed in Schedule 2 that are not included in Schedule 2 are incorporated by reference);
 - (iii) Schedule 3 - Schedule of Quantities and Prices;
 - (iv) Schedule 4 - Subcontractors and Suppliers;
 - (v) Schedule 5 - Construction Schedule;
 - (vi) Schedule 6 - Performance and Labour and Material Payments Bonds;
 - (vii) Schedule 7 - Insurance Certificates;
 - (viii) Schedule 8 - Force Account Labour and Equipment Rates;
 - (ix) Schedule 9 - Insurance;
- (b) the Proposal submitted by the Contractor, dated [insert], titled [insert] (incorporated by reference);
- (c) the Specifications and Drawings (i.e., those not included in Schedule 2 but incorporated herein by reference);
- (d) the Traffic Management Plan provided by the Contractor to the Owner (incorporated by reference); and
- (e) the Site-specific Safety and Health Plan provided by the Contractor to the Owner (incorporated by reference).
- (f) [insert any others.]

3.2 The Contract Documents are complementary and what is called for by any one shall be as binding as if called for by all. The intent and spirit of the Contract Documents is that the Contractor is required to complete the Work in every detail within the times and for the purposes designated, and that the Contractor shall furnish and do any and everything necessary for such purposes notwithstanding any omission from the Contract Documents.

ARTICLE 4 SCHEDULE OF WORK

4.1 The Contractor will commence the Work as directed in writing by the Owner.

4.2 The Contractor will perform the Work diligently and in accordance with the Construction Schedule. The Contractor will:

- (a) achieve Substantial Performance of the Work on or before []; and
- (b) achieve Total Performance of the Work on or before [];

(collectively, the “Contract Time”), subject to the provisions of the Contract Documents for

adjustments to the Contract Time.

4.3 Time shall be of the essence in this Contract.

ARTICLE 5 PAYMENT

5.1 Contract Price

- (a) The Contract Price (inclusive of all PST, GST and other taxes, duties assessments, charges and fees, all permit and inspection costs, and all WorkSafeBC assessments relating to the Work) to do, perform and supply all the Work in accordance with, and perform all the obligations specified by, the Contract Documents is **[To Be Determined]**
- (b) The GST payable by the Owner to the Contractor is **[To Be Determined]**. This amount is included in the Contract Price.
- (c) The (i) aforesaid GST and (ii) the PST and all other taxes, duties, assessments, charges and fees included in the Contract Price will be remitted by the Contractor to the applicable authorities as and when the Owner pays the Contract Price to the Contractor or as earlier required by applicable law.
- (d) All amounts are in Canadian dollars.
- (e) The Contract Price shall be subject to adjustments as provided for in the Contract Documents.

5.2 Application for Payment

- (a) During progress of the Work, the Contractor may make application to the Engineer for payment, in the form approved by the Engineer, on or before the last day of every month for any portion of the Work done to the date of the application, provided that the Engineer may at any time require as a condition of payment the submission of documentation set out in GC.60.
- (b) On Substantial Performance being certified in accordance with the procedures set out in Section 2 of GC.60 and the value of the certified deficiencies being agreed upon, the Contractor may make application to the Engineer for the balance of all monies then owing under this Contract to the Contractor, submitting also such documentation as is required by GC 60.
- (c) On correction and completion of all deficient work listed on the Certificate of Substantial Performance, the Contractor shall submit its application to the Engineer for final payment, accompanied by the documentation required by GC 60.

5.3 Payment

- (a) The payment for any Work under this Contract which shall be made to the Contractor by the Owner shall not be construed as an acceptance of any Work as being in accordance with the Contract Documents. The issuance of the Certificate of Total Performance shall constitute a waiver by the Contractor of all claims except those previously made in writing and still unsettled, if any, and specified by the Contractor in its application for final payment pursuant to Section 5.2(c) above.
- (b) Payments to the Contractor will be made by the Owner as follows:

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WATER MAIN RELINING
PART D - FORM OF AGREEMENT

- (i) On or before the fifth day of the month following an application for payment made by the Contractor, the Engineer will adjust, if necessary, and certify the Contractor's application for payment. Where the Engineer makes any changes to the amount submitted by the Contractor for payment, the Contractor shall be notified in writing within five Working Days and shall be given the opportunity to defend the Contractor's application without delay.
- (ii) Within thirty calendar days of the date the Owner receives any Engineer-certified application for payment, the Owner will make payment to the Contractor up to the value of the completed Work as certified by the Engineer less any holdback required by the *Builders Lien Act* and less the aggregate of any previous payments, all in accordance with the Contract and with the *Builders Lien Act* (if and to the extent applicable).
- (iii) The Owner will, in addition to other holdbacks as provided by the Contract Documents, be entitled to deduct and retain from payments otherwise due to the Contractor, a maintenance security holdback in the amount of five percent of the Contract Price (the "Maintenance Security Holdback") to cover the cost of corrections to the work that may be required under GC 51. The balance of the Maintenance Security Holdback not required under GC 51, and remaining at the end of the warranty period, shall be paid without interest to the Contractor.

The Contractor may substitute a letter of credit, in the amount of the Maintenance Security Holdback, in a form and from a financial institution acceptable to the Owner, for the Maintenance Security Holdback.
- (iv) Where the Engineer has issued a certificate of completion in respect of a subcontract to which the Contractor was a party, and where 55 calendar days have elapsed since the issuance of the certificate without any claims of builders lien being filed which arose under the subcontract, the Owner will release to the Contractor any holdback amount retained pursuant to the *Builders Lien Act* for such subcontract work.
- (v) After 55 calendar days have elapsed from the date of the Certificate of Substantial Performance issued in accordance with GC.60 and upon the Engineer's satisfaction that no encumbrance, lawful claim or lien exists, the Owner will, within a further ten calendar days, make payment to the Contractor of all monies due under this Contract at the date of Substantial Performance, including the release of all remaining *Builders Lien Act* holdback amounts, if any, but retaining at least twice the estimated value of the certified deficiencies, and retaining the Maintenance Security Holdback.
- (vi) Upon the issuance of the Certificate of Total Performance, the Owner will make a final payment of all monies owing to the Contractor under the Contract, except for the Maintenance Security Holdback, which shall be released as specified in Section 5.3(b)(iii).

5.4 Interest on Overdue Payments

Where payment is not made in accordance with the payment provisions contained in Section 5.3 above, the overdue amount shall bear interest at the lending rate of the Bank of Montreal for its prime commercial customers and such interest shall be calculated from and after the date upon which such payment was due and shall accrue until the date that payment of the overdue amount together with interest is made. This interest obligation on the Owner shall constitute the sole remedy of the Contractor for late payment.

ARTICLE 6 NOTICES

- 6.1 Unless otherwise specifically provided in the Contract Documents, all notices, instructions, orders or other communications in writing shall be conclusively deemed to have been given to the Contractor if delivered to the Contractor personally (or in the case of a company, to any of its officers or directors personally), or to the Contractor's superintendent or foreman, or delivered by mail to the Contractor at the business address of the Contractor set forth below:

Contractor:

[NTD: Insert Contractor information]

- 6.2 Unless otherwise specifically provided in the Contract Documents all notices, requests, claims or other communications by the Contractor shall be in writing and shall be given by personal delivery or by registered mail addressed to the Owner at the following address:

Owner:

City of Vancouver
453 West 12th Avenue
Vancouver, British Columbia
V5Y 1V4

Attention: [insert],

provided that, each notice, request, claim or other communication that this Agreement requires to be directed to the Engineer shall be in writing and shall be given by the Contractor by personal delivery or by registered mail, addressed to the Engineer at the address set forth below, with a copy to the Owner at the address set forth above.

Engineer:

[insert]

- 6.3 Any of the said addresses may be changed from time to time by written notice to the other party.
- 6.4 Any such notices, instructions, orders, requests or other communications sent by mail as aforesaid shall be deemed to have been given on the second Working Day following the mailing thereof.

ARTICLE 7 GENERAL

- 7.1 This Agreement shall inure to the benefit of and be binding upon the respective successors and permitted assigns of the Parties hereto.
- 7.2 Except as expressly set forth in the foregoing Section 7.1 or in Schedule 1, nothing in this Agreement shall be construed to give any rights or benefits to anyone other than the Owner and the Contractor.
- 7.3 This Agreement constitutes the entire agreement between the parties hereto with respect to the subject matter hereof and cancels and supersedes any prior understandings and agreements between the parties hereto with respect thereto. There are no representations, warranties, terms, conditions, undertakings or collateral agreements, express, implied or statutory, between the parties in relation to the subject matter hereof other than as expressly set forth in this Agreement.

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- 7.4 No modification of or amendment to this Agreement is valid or binding unless set forth in writing and fully executed by the parties hereto and no waiver of any breach of any term or provision of this Agreement is effective or binding unless made in writing and signed by the party purporting to give such waiver and, unless otherwise provided, is limited to the specific breach waiver.
- 7.5 This Agreement is governed by and must be construed in accordance with the laws of the Province of British Columbia.
- 7.6 This Agreement is subject to the exclusive jurisdiction of the courts in the Province of British Columbia except to the extent necessary to enforce, in another jurisdiction, any judgment of any court in the Province of British Columbia.
- 7.7 The Contractor agrees to do all things and execute all deeds, instruments, transfers or other documents as may be necessary or desirable to give full effect to the provisions of this Agreement and the transactions contemplated by it.
- 7.8 If any term or condition of this Agreement is for any reason held to be illegal, invalid, ineffective, inoperable or otherwise unenforceable, it shall be severed and deemed to be deleted from this Agreement and the validity and enforceability of the remainder of this Agreement shall not be affected or impaired thereby. If any term or condition of this Agreement is found to be illegal, invalid ineffective, inoperable or otherwise unenforceable, but would not be so if some part of it were deleted, the term or condition shall apply with such modifications as may be necessary to make it enforceable.
- 7.9 This Agreement may be executed in any number of counterparts. All counterparts, taken together, constitute one instrument. A party may execute this Agreement by signing any counterpart.
- 7.10 Delivery of an executed signature page to this Agreement by either party by electronic transmission shall be as effective as delivery of a manually executed copy of this Agreement by such party.

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IN WITNESS WHEREOF the parties hereto have executed this Agreement on the date first herein above written.

CITY OF VANCOUVER

by its authorized signatories:

Signature: _____

Name: _____

Title: _____

Signature: _____

Name: _____

Title: _____

Signature: _____

Name: _____

Title: _____

[INSERT NAME OF CONTRACTOR]

by its authorized signatories:

Signature: _____

Name: _____

Title: _____

Signature: _____

Name: _____

Title: _____

GC.1 DEFINITIONS

Where used in this Agreement, unless otherwise defined:

"Applicable Laws" means all laws, statutes, bylaws, regulations, ordinances, standards, codes, orders, decrees, restrictions, and rules (including all occupational health and safety requirements) whether federal, provincial, or municipal in origin, having the force of law, existing at common law or enacted by any public authority having jurisdiction in relation to any aspect of the Project in force from time to time during the term of the Agreement;

"Certificate of Insurance" means, subject always to GC.53, a certificate of insurance duly completed by the Contractor's insurers or insurance brokers, in a form acceptable to the Owner;

"Certificate of Substantial Performance" means, subject always to Section 5.3 of the Agreement and to the warranty under GC.51, the certificate issued by the Engineer indicating that Substantial Performance of the Work has been achieved. Under no circumstances will issuance of the Certificate of Substantial Performance be deemed to mean that the Owner has accepted the Work as being in compliance with the Contract Documents;

"Certificate of Total Performance" means, subject always to section 5.3 of the Agreement and to the warranty under GC.51, a certificate issued by the Engineer accepting the Contractor's certification that the entire Work of the Contract has been performed by the Contractor to the requirements of the Contract Documents;

"City" or **"Owner"** means the City of Vancouver, a municipal corporation continued pursuant to the Vancouver Charter, acting in its capacity as the owner of [Specify asset.], but expressly excludes the City of Vancouver, acting in its regulatory capacity;

"Construction Schedule" has the meaning set out in GC.22;

"Contract" means the undertaking by the parties to perform their respective duties, responsibilities and obligations as prescribed in the Contract Documents;

"Contract Documents" means the documents set out in Article 3 of the Agreement;

"Contract Price" means the amount stipulated in Article 4 - Payment of the Agreement;

"Drawings" means all plans, profiles, drawings, sketches within, and all other graphic and pictorial portions of, the documents prepared for or in connection with the Work embraced under this Contract, which have been approved for use by the Owner or the Engineer, including those listed in Schedule 2 and those contained within the Master Municipal Specifications and Standard Detail Drawings, which are in turn contained within Volume II of the Master Municipal Construction Document, as further described in GC.4;

"Engineer" means the Engineer as defined in the Agreement or his delegate, who may be an employee of the Owner or an independent engineer engaged by the Owner on its behalf;

"Environmental Legislation" means any laws, statutes, regulations, orders, bylaws, permits or lawful requirements of any governmental authority with respect to environmental protection;

"GST" means the tax payable and imposed pursuant to Part IX of the Excise Tax Act (Canada), as amended or replaced from time to time;

"Notice of Award" has the meaning set out in the Proposal;

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"Notice to Proceed" has the meaning set out in Proposal;

"Other Contractors" means any person, firm or corporation employed by or having a contract with the Owner and/or associated parties otherwise than through the Contractor;

"Plant" means every temporary or accessory means necessary or required to carry on or complete the Work and extra work, in the time and manner herein provided including, without limiting the generality of the foregoing, all tools, fixed and moveable machinery, engines, motor vehicles, trucks, compressors, all temporary structures such as workshops, sheds, storehouses, shoring forms, trestles and hoardings and all other appliances, apparatus or equipment of every sort, kind and description whatsoever;

"Products" means material incorporated or to be incorporated in the Work as required by the Contract Documents;

"PST" means the provincial sales tax payable and imposed pursuant to the *Provincial Sales Tax Act* (British Columbia), as amended or replaced from time to time;

"Site" means the place or places where the Work under the Contract is to be carried out, erected, built or constructed;

"Specifications" mean the portion of the Contract Documents, wherever located and whenever issued, consisting of the written requirements and standards for Products, systems, workmanship, quality, and the services necessary for the performance of the Work, including those listed in Schedule 2 and those contained within the Master Municipal Specifications and Standard Detail Drawings, which are in turn contained within Volume II of the Master Municipal Construction Document, as further described in GC.4;

"Subcontractor" means the person or persons with whom the Contractor has made an agreement to perform a portion or portions of the Work or to supply Products therefor;

"Substantial Performance" means that the Contract is "substantially performed" in accordance with the criteria set out in Section 1(2) of the *Builders Lien Act* (irrespective of the applicability of the Act to the Work);

"Proposal" means the Contractor's Proposal, submitted in response to the Owner's Request for Proposal No. PS20130561;

"Total Performance" occurs when all the Work, including the correction of all deficiencies, but excluding any correction of completed Work that appears during the warranty period set out in GC.51 or during the period of another on-going warranty or guarantee as provided by the Contract Documents, has been performed as required by the Contract Documents, as certified by the Engineer;

"Traffic Management Plan" has the meaning set out in GC.36;

"WorkSafeBC" means the workers compensation board established and functioning pursuant to the *Workers Compensation Act* (British Columbia) (the "**WCA**"), as amended, and/or related or successor legislation, and any successors in function thereto;

"WorkSafeBC Regulations" means the WCA, and all regulations thereunder, as amended or re-enacted from time to time;

"Work" means (unless the context requires a different meaning) the total construction and related services required by the Contract Documents, including all materials, matters, Products

and things required to be done or supplied therefor, and all work(s) mentioned or referred to in the Contract Documents, including all extra or additional work or materials, matters or things which may be ordered by the Owner or the Engineer as herein provided;

"Working Day" means any day other than a Saturday, Sunday or "holiday" as defined in the *Interpretation Act* (British Columbia).

GC.2 INTERPRETATION

In this Contract, the masculine includes the feminine and bodies corporate, and each includes the others. Also, any reference to the singular includes the plural where appropriate.

Drawings and Specifications are intended to be complementary. Should any difference exist between the Drawings and Specifications, or should any errors or inconsistency occur in any or between any of the Drawings and Specifications, the Contractor, before proceeding, shall bring them to the attention of the Engineer. The Engineer shall resolve the error or inconsistency and the Contractor shall proceed with the Work in the manner directed by the Engineer.

The Engineer will furnish from time to time such detail drawings and specifications as the Engineer may consider necessary for the Contractor's guidance. These detail drawings and specification shall be considered Drawings and Specification, respectively, and shall take precedence over Drawings or Specifications, and shall be considered as explanatory of them and not as indicating changes in the Work or as giving rise to any entitlement to a change in the Contract Price.

On all Drawings, figures take precedence over scaled dimensions. Scaling of dimensions, if done, is done at the Contractor's own risk. Despite the above, in the event of any inconsistency between the Drawings and Specifications or between any other Contract Documents or within any Contract Documents which could be construed as creating an ambiguity regarding the amount of Work involved, the cost or amount of Product to be supplied, the Contract Price being lower or higher, or any other similar discrepancy or inconsistency, the discrepancy or conflict will be resolved as follows:

- (a) the portion of the Contract Documents most favourable to the Owner will be deemed to be correct;
- (b) the more stringent will take precedence over the less stringent;
- (c) the more expensive item will take precedence over the less expensive; and
- (d) if none of the foregoing rules (a), (b) and (c) can be applied by the Engineer, the more specific provision will take precedence over the less specific.

GC.3 PERSONAL EXAMINATION

The Contractor has carefully and thoroughly examined the Site prior to entering into this Contract and the Contractor is familiar with conditions at the Site. Notwithstanding any other provision hereof, no adjustment to the Contract Price shall be made in relation to conditions at the Site that should reasonably have been noted by the Contractor as a result of its examination of the Site. The Contractor has examined carefully the Drawings, Specifications and other Contract Documents. The Contractor has satisfied itself as to the character, quality and quantity of work to be performed, as to the materials to be furnished, and as to the requirements of the Drawings, Specifications and other Contract Documents. The Drawings show or describe conditions as they are believed by the Engineer to exist, but it is not to be inferred that all of the conditions as shown thereon are actually existent, nor shall the Owner

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or any of its officials, employees or agents be liable for any loss sustained by the Contractor as a result of any variance between the conditions as stated in the Drawings or other Contract Documents and the actual conditions revealed during the progress of the Work, or otherwise.

The Contractor agrees that the Contractor has satisfied itself by the Contractor's own investigation and research regarding all conditions, that the Contractor's conclusion to enter into the Contract is based upon such investigation and that the Contractor will make no claim against the Owner or the Engineer because any estimates, tests or representations of any kind affecting the Work made by any officer, employee or agent of the Owner or the Engineer that may prove to be in any respect erroneous. The Contractor assumes the risk of unforeseen conditions and agrees to complete the Work under whatever circumstances may develop. Any information shown or described in the Drawings, Specifications or any other Contract Documents as to the soil or material borings or tests of existing material is not guaranteed, and no claim for extra work or damages will be considered if it is found during construction that the actual soil or material conditions vary from those indicated.

GC.4 MASTER MUNICIPAL SPECIFICATIONS AND STANDARD DETAIL DRAWINGS

[The Contract Documents incorporate by reference the "Master Municipal Specifications and Standard Detail Drawings" contained within Volume II of the Master Municipal Construction Document (printing 2000) [, as supplemented by the City of Vancouver Street Restoration Manual (rev. [Date]), which is available here: []]. For certainty, all of Volume I and the following parts of Volume II of the MMCD are expressly excluded from the Contract Documents: INFORMATION AND INSTRUCTIONS. General Conditions (including Schedule 17.5.3 Letter Agreement with Referee, Changes and Extra Work flow chart, and Dispute Resolution Process flow chart).][Confirm with Engineering.]

GC.5 PERFORMANCE BOND

The Contractor shall, if it has not yet done so, immediately upon execution of this Agreement, deliver to the Owner a performance bond in the amount of 50% of the Contract Price, issued by a surety licensed to carry on the business of suretyship in the Province of British Columbia, and in a form acceptable to the Owner for the due and proper performance of the Contract, including the warranty obligations hereunder as required in the Notice of Award. The expense of the bond shall be borne by the Contractor.

GC.6 LABOUR AND MATERIALS PAYMENT BOND

The Contractor, if it has not yet done so, immediately upon execution of this Agreement, shall deliver to the Owner a labour and materials bond in the amount of 50% of the Contract Price, issued by a surety licensed to carry on the business of suretyship in the Province of British Columbia, and in a form acceptable to the Owner for the due and proper payment of the labour and materials used under the Contract as required in the Notice of Award. The expense of the bond shall be borne by the Contractor.

GC.7 WORKSAFE BC COVERAGE AND CONTRACTOR TO BE PRIME CONTRACTOR

1. **Payment of WorkSafeBC Assessments** - The Contractor agrees that it shall at its own expense procure and carry or cause to be procured and carried and paid for, full WorkSafeBC coverage for itself and all workers, employees, servants and others engaged in or upon any work or service which is the subject of this Contract. The Contractor agrees that the Owner has the unfettered right to set off the amount of the unpaid premiums and assessments for such WorkSafeBC coverage against any monies owing by the Owner to the Contractor. The Owner shall have the right to withhold payment under this Contract until the WorkSafeBC premiums,

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assessments or penalties in respect of work done or service performed in fulfilling this Contract have been paid in full.

2. **Prime Contractor** - Unless otherwise specified in the Contract Documents or notified to the contrary by the Engineer, the Contractor is the "Prime Contractor" for the purpose of all Applicable Laws relative to occupational health and safety, including the discharge of all duties of the "Prime Contractor" under the *Workers Compensation Act* (British Columbia), notwithstanding that the Owner, the Engineer or an Other Contractor may provide from time to time some of the services normally provided by such "Prime Contractor". In this GC.7 "Prime Contractor" has the definition ascribed to the term "prime contractor" under the *Workers Compensation Act* (British Columbia).

If the Contractor is the "Prime Contractor", the Contractor shall:

- a. *Compliance with Law: comply with all Applicable Laws, and all reasonable rules established by the Owner of which the Contractor is given timely notice through the Engineer, relative to occupational health and safety;*
- b. *Safety Programs: initiate, maintain and supervise all safety programs and measures in connection with the performance of the Work, which programs and measures shall respond fully to the requirements of all Applicable Laws relative to occupational health and safety, all to the satisfaction of the Engineer;*
- c. *Site Meetings: conduct regular safety meetings at the Site, no less frequently than weekly, record minutes of such meetings and give copies of such minutes to the Engineer on a weekly basis;*
- d. *Safety Equipment: supply and maintain at the Site all safety equipment necessary to protect workers and others from accident or injury; and*
- e. *First Aid: supply and maintain at the Site all personnel, equipment and supplies necessary for the provision of appropriate first-aid to any worker or person suffering an accident or injury at or about the Site, and establish an emergency procedure for prompt removal of any such person from the Site to a hospital, clinic or medical office for further treatment.*
- f. *Notice to Project: prior to commencement of construction, the Contractor will:*
 - (1) complete and file a "Notice of Project" with the WorkSafeBC in compliance with Section 20.2 of the WorkSafeBC Rules, and
 - (2) post the Notice of Project at the Site, and
 - (3) provide a copy of the Notice of Project to the Owner and confirm in writing that the Notice of Project has been posted at the Site.

If, or for so long as the Contractor is not the "Prime Contractor", the Contractor shall:

- a. *Compliance with Law: comply with all Applicable Laws, and all reasonable rules established by the Owner of which the Contractor is given timely notice through the Engineer, relative to occupational health and safety;*
- b. *Compliance with Directions: comply with all reasonable directions issued by the "Prime Contractor" regarding compliance with Applicable Laws, and rules established by the Owner, relative to occupational health and safety; and*
- c. *Site Safety Meetings: attend all Site safety meetings convened by the "Prime Contractor".*

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Whether or not the Contractor is the "Prime Contractor", it shall:

- a. *Reporting: report immediately to the "Prime Contractor" (if not the Contractor) and the Engineer all accidents and injuries of any kind or severity occurring on or about the Site and involving employees of the Contractor or any Subcontractor, or any other person of which the Contractor is aware, and arising out of or in connection with the Work;*
- b. *Written Confirmation: confirm in writing each report made under subparagraph (a); and*
- c. *City Policy: respect and adhere to the Owner's safety and training policies relative to the Site and the Work.*

If the Engineer determines that the Contractor is not in compliance with its obligations as "Prime Contractor", if applicable, the Owner may, but is not obliged to, provide some or all of the services required to discharge those obligations. All costs incurred by the Owner in providing such services shall be paid by the Contractor to the Owner, and may be deducted from any amount then or thereafter becoming due to the Contractor under the Contract.

3. **Initial Proof of WorkSafeBC Registration/Good Standing** - Upon request of the Engineer or the Owner, the Contractor will provide the Owner and the Engineer with the Contractor's or any Subcontractors' WorkSafeBC registration number.
4. **Subsequent Proof of WorkSafeBC Registration/Good Standing** - Concurrently with making any application for payment under this Contract, the Contractor will provide the Owner with written confirmation that the Contractor and all Subcontractors are registered in good standing with WorkSafeBC and that all assessments have been paid.
5. **Pre-Contract Hazard Assessment** - The Contractor may or may not have received, as part of the Contract Documents, a "Pre-Contract Hazard Assessment" prepared by or for the Owner pursuant to the Owner's statutory obligations under the WorkSafeBC/H&S Regulation (Section 119 of the WCA) as an "owner of a workplace". Despite the Owner's statutory obligations, the Prime Contractor now acknowledges and agrees that the Contractor may not rely on the "Pre-Contract Hazard Assessment" and now agrees to assume by the terms of this Contract full responsibility for carrying out the Owner's obligations under Section 119 of the WCA, including without limitation and by way of example only, conducting all due diligence inquiries of all applicable Owner staff and departments in order to ascertain what, if any, information is known or has been recorded by Owner staff about the Site that is necessary to identify and eliminate or control hazards to the health or safety of persons at the Site. The Owner now agrees to make all reasonable efforts to assist the Contractor in obtaining timely access to Owner staff and Owner records for this purpose. The Contractor will immediately start conducting such due diligence inquiries and must complete and deliver written confirmation of the completion of such inquiries to the Engineer prior to the Owner being obligated to issue the Notice to Proceed.
6. **Special Indemnity Against WorkSafeBC Non-Compliance** - The Contractor will indemnify the Owner and hold harmless the Owner from all manner of claims, demands, costs, losses, penalties and proceedings arising out of or in any way related to:
 - (a) unpaid WorkSafeBC assessments of the Contractor or any other employer for whom the Contractor is responsible under this Contract;
 - (b) the acts or omissions of any person engaged directly or indirectly by the Contractor in the performance of this Contract, or for whom the Contractor is liable pursuant to the Contractor's obligations as the Prime Contractor, and which acts or omissions are or are alleged by WorkSafeBC to constitute a breach of the WorkSafeBC/H&S Regulation

or other failure to observe safety rules, regulations and practices of WorkSafeBC, including any and all fines and penalties levied by WorkSafeBC; or

- (c) any breach of the Contractor's obligations under this GC.7.

GC.8 LABOUR

The Contractor agrees to employ appropriate tradesmen for the Work. Where the tradesmen are covered by collective agreements, the Contractor shall abide by the conditions of the collective agreements covering such tradesmen. Notwithstanding the foregoing, the Contractor shall pay or cause to be paid to every person employed on the Work not less than the wages or remuneration generally accepted as current at the time.

The Contractor shall endeavour to avoid labour problems and minimize work stoppages, jurisdictional or other labour disputes on the Site.

GC.9 COMMENCEMENT AND COMPLETION OF THE WORK

The Contractor shall not commence the Work or procure any material therefor until it has received the Notice to Proceed from the Owner. Forthwith after the receipt of the Notice to Proceed, the Contractor shall at once begin and continuously carry on to completion (subject as herein provided) the Work and shall complete and give full possession thereof to the Owner before the date for Total Performance specified herein, unless a longer period shall be allowed in writing by the Engineer, in which case it shall be carried on to completion and possession given to the Owner within the additional time so allowed. No progress or interim estimate or certificate shall release the Contractor or its surety from any responsibility or shall be taken as evidence of any such release, or as an acceptance of any Work or material, or as a waiver of any condition herein. The whole Work and every portion and detail thereof shall, at the time of completion, be put and left by the Contractor in good and satisfactory condition, finished in all respects and at the time must be fully up to the requirements of the Drawings and Specifications in every particular aspect; and all surplus and refuse material and rubbish must be removed by the Contractor from the vicinity of the Work; the Site must be left by the Contractor in a neat and tidy condition; all damages to adjacent property, including pavements, foot walks, boulevards, sod, trees, shrubs and plants, or other things injured or interfered with by the Contractor, or in any way due to its work, must be made good by the Contractor; all wages must be paid, and every other requirement of the Contract must be complied with by the Contractor. The Contractor shall complete all of the Work in full compliance with all Environmental Legislation. In case of the Contractor's failure to finish the Work properly and fully, and as required, or in case of the Work or any part thereof being assumed by the Owner, as provided in these General Conditions, the Owner may proceed to finish the Work for the Contractor as its agent in this respect and at the Contractor's expense or proceed as provided in GC.62.

GC.10 DELAY IN PROGRESS OF THE WORK

1. Delays

- (a) If the Contractor is delayed in the performance of the Work by an act, omission or wilful default of the Owner, or the Engineer, or anyone employed or engaged by them, contrary to the provisions of the Contract Documents, then the time fixed herein for completion shall be extended for such reasonable time as the Engineer may decide.
- (b) If the Contractor is delayed in the performance of the Work by an order issued by a court or other public authority and provided that such order was not issued as the result of an act or fault of the Contractor or anyone employed or engaged by the

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Contractor directly or indirectly, then the time fixed for completion herein shall be extended for such reasonable time as the Engineer may decide.

- (c) If the Contractor is delayed in the performance of the Work by labour strikes, fire, or by unforeseeable causes beyond the Contractor's control, then the time fixed for completion herein shall be extended for such reasonable time as the Engineer may decide, but in no case shall the extension of time be less than the time lost as the result of the event causing the delay, unless such shorter extension is agreed to by the Contractor. The Contractor shall not be entitled to payment for any costs, loss, or damages incurred as the result of such delay.
- (d) The Engineer may, from time to time and for such period as the Engineer may deem expedient, suspend in whole or in part, the performance of the Work under the Contract, and the Engineer will order the time herein fixed for the completion of the Work to be extended for a period which is deemed by the Engineer equivalent to the time lost by reason of such suspension.
- (e) No extension shall be made for delay unless written notice of claim is given to the Engineer not later than seven calendar days after the commencement of delay, provided however, that in the case of a continuing cause of delay only one notice of claim shall be necessary.
- (f) In the event that the Work is delayed or suspended in accordance with:
 - (i) Sections 1(a) or (d) of this GC.10, the Contractor shall not be entitled to make any claim by reason of such delay or suspension for any losses, costs of damages except and unless, within seven calendar days of the occurrence of such delay or suspension the Contractor shall give notice in writing to the Engineer of the basis of its claim. Such claim shall be limited to such unavoidable direct costs (excluding all charges for storage of Products, tools and equipment and indirect, overhead or other like costs) incurred as a result of such delay or suspension, and approved by the Engineer. In the case of a delay as described in Section 1(a) or a suspension pursuant to Section 1(d), a sum equal to five percent of such approved, unavoidable direct costs (in lieu of all profit) shall also be allowed. Despite any other term of this Contract, in no event will the Owner's liability for any delay claim (whether under this GC.10 or otherwise, at law or in equity, in contract or in tort) exceed the lesser of \$500 for each Working Day of delay or two percent of the Contract Price. All unavoidable direct costs claimed by the Contractor must be submitted and substantiated to the Engineer for verification on a weekly basis as incurred, failing which, they shall not be considered nor payable by the Owner. Authorization for any payment of the claim shall only be given in a writing duly signed and issued by the Engineer; and
 - (ii) Sections 1(b) or 1(c), the Contractor shall not be entitled to payment for any costs, loss, or damages incurred as the result of such delay and despite any other term of this Contract, the Owner will incur no liability for any such delay claim whether or not such claim is brought at law or in equity, contract or tort, or any other basis.

2. Non-Avoidance

No delay or suspension described in this GC.10 shall vitiate or avoid the Contract, or any part thereof, or any security or obligation for the performance thereof, unless the Owner elects to the contrary.

3. Resumption of Work

At the end of such delay or suspension, or upon the removal of the cause thereof, or upon the Contractor receiving notice from the Engineer requiring the resumption of work, the Contractor shall at once resume the performance of the Work and diligently carry on the same under the direction of the Engineer.

4. Continuance of Work After Time Fixed for Completion

The Contractor shall not construe any direct or inferred permission to continue work after expiry of the time for completion of the Work, as stipulated in the Contract or as amended by the order of the Engineer, as a waiver of damages for non-compliance with the requirement for the completion of the Work by or within such time. The Engineer may provide for the withholding of such amounts from amounts otherwise due to the Contractor as the Engineer deems necessary to satisfy claims by the Engineer, the Owner or Other Contractors caused by such non-compliance with the requirement for the completion of the Work by or within such time.

GC.11 SPECIFICATIONS AND DRAWINGS

The Contractor shall keep in its field office and available to the Engineer a complete set of the Specifications and Drawings, and of any further drawings which may from time to time be supplied or approved by the Engineer. The Contractor shall be supplied with five (5) sets of Specifications.

Wherever standard Specifications are referred to, they shall be the latest edition of those Specifications and they shall be considered to be a part of the Contract.

The Contractor will be supplied with five (5) prints of each of the Drawings and the Contractor must satisfy itself as to the accuracy of the said copies in every detail. Any additional copies desired will be furnished by the Engineer at cost to the Contractor.

The Drawings forming part of the Contract are intended to show the position and extent of the works, the general features of the design and construction, and the dimensions and proportions of all principal parts, but neither they nor the Specifications are guaranteed to show or describe every part or detail of the Work; anything omitted from the Drawings and Specifications, which may fairly be considered to be necessary for the proper execution and completion of the Work, shall be deemed to be required of the Contractor under the Contract.

Anything whatever which may be imperfectly specified or imperfectly shown on the Drawings, must be taken, considered and done as if it were perfectly shown and perfectly specified.

All dimensions on the Drawings, except as noted thereon, are shown in metric units.

The Engineer may from time to time issue further drawings or revised drawings as the Engineer deems necessary and such drawings shall be deemed to form part of the Contract. All sets of Drawings and Specifications shall be kept up to date at all times utilizing the Engineer's revised drawings and other documents issued to the Contractor.

All Drawings, Specifications, model and copies thereof furnished by the Engineer are and shall remain the Engineer's property. Such documents and models are to be used only with respect to the Work, are not to be copied or revised in any manner without the written authorization of the Engineer and are to be returned to the Engineer on request at the completion of the Work.

GC.12 SHOP DRAWINGS

The Contractor shall submit, with such promptness so as to cause no delay in its work, or that of any Other Contractor, one (1) electronic pdf file and one (1) copy of all shop or setting drawings and schedules required for the Work of the Contractor, and the Engineer shall pass upon them with reasonable promptness. The Contractor shall make any corrections required by the Engineer, and file with the Engineer one (1) sepia and one (1) copy.

The Engineer's review of shop drawings or schedules shall not relieve the Contractor from responsibility for any deviation from Drawings and Specifications unless the Contractor has in writing called the Engineer's attention to such deviation at the time of submission, nor shall it relieve the Contractor from the responsibility for errors of any sort in shop drawings or schedules.

GC.13 RECORD PLANS

The Contractor shall supply the Engineer with three (3) complete sets of "as constructed record plans" of the Work, on or before the date the Contractor makes application to the Engineer for a Certificate of Substantial Performance.

GC.14 ENGINEER SOLE JUDGE

Should any discrepancies appear in, or any difference of opinion or misunderstanding arise as to the meaning of, the Contract Documents, or should any difference of opinion or misunderstanding arise as to any omissions therefrom, or misstatements therein, in any respect, or as to quality or dimensions or sufficiency of materials, Products, Plant or Work, or any part thereof, or as to the due and proper execution of the Work, or as to the measurement of quantity or valuation of any Work executed or to be executed under the Contract or as to any additional work required thereupon, or deductions therefrom, or as to any other questions or matters arising out of the Contract, the same shall be determined by the Engineer and the Engineer's decisions shall be final and binding upon all parties concerned, and from such decisions there shall be no appeal; and the Contractor shall immediately, when ordered by the Engineer, proceed with and execute the Work, or any part thereof, forthwith, according to such decisions, and with such additions to or deductions from the Contract Price as are provided for under the terms of the Contract, without making any claim for any extension of time in completing the Contract or the Work, unless otherwise provided for in a writing signed by the Engineer in compliance herewith.

In all cases of misunderstanding and disputes, oral arrangements will not be considered, and the Contractor must produce written authority in support of its contentions, and shall advance no claim in the absence of such written authority, or use, or attempt to use, any conversation with any person whomsoever against the Engineer or the Owner or in prosecuting any claim against any of them.

GC.15 ENGINEER'S ABSENCE

In the absence of the Engineer, any of the Engineer's assistants, whom the Engineer may designate to supervise the Work, shall have (subject to the instructions of the Engineer) full power to decide as to the manner of conducting and executing the Work in every particular aspect, and the Contractor shall follow the instructions or orders of the person so designated.

GC.16 ACCESS AND ASSISTANCE

The Contractor shall furnish the Engineer and any of the Engineer's assistants at all times with convenient means of access to all parts of the Work, and also with all required assistance, to

facilitate thorough examination of the same, and inspection, culling or removal of doubtful or defective material or Products and for any other purpose required in connection with the Work, or in the discharge of their respective duties, for which service no additional allowance will be made.

GC.17 COMMUNICATIONS WITH CONTRACTOR

At all times during the performance of the Work, the Contractor will maintain within the Greater Vancouver area an office equipped with a telephone and staffed at all times on all Working Days between 8:30 a.m. and 4:30 p.m. with a representative of the Contractor authorized to act on its behalf in connection with the Work and the Contract.

Before commencement of construction, the Contractor will provide the Engineer with a list of at least three persons with authority to act on the Contractor's behalf in times of emergency in connection with the Work, at least one of whom will be available at all times 24 hours per day after commencement of the Work until completion thereof.

Any notice or communication to the Contractor pursuant to the Contract will be deemed to be well and sufficiently given, delivered and received by the Contractor if delivered in person to any of its apparent representatives, or if mailed or sent to the Contractor at the address set out in the Agreement, or to its place of business, if that is different from the address given there, or left for the Contractor at any Work site or by fax or e-mail to the Contractor's fax number or email address as set out in the Agreement or in the Contractor's Proposal.

In any written or printed notice the Owner gives communicating to the Contractor regarding requirements for the Work or otherwise in connection with the Work or the Contract, the Owner will not be obligated to specify minutely or in detail everything required, or to specify by measurement the exact extent thereof, or the precise place or places where any part of the Work, material or Products may be defective, or where any of the Specifications have not been observed, but a reference in such notice to the clause or clauses bearing upon the matter, or a description of the locality in general terms that is sufficiently clear, in the Engineer's opinion, to indicate where the defects or trouble exists, will be deemed to be ample notice.

GC.18 CONTRACTOR'S SUPERINTENDENT AND EMPLOYEES

The Contractor shall keep on the Site, during the progress of the Work, a competent superintendent and any necessary assistants, all satisfactory to the Engineer. The superintendent shall not be changed except with the consent of the Engineer, unless the superintendent proves to be unsatisfactory to the Contractor and ceases to be in its employ. The superintendent shall represent the Contractor in the Contractor's absence and directions given to the superintendent shall be held to be given to the Contractor. The Contractor shall give efficient supervision to the Work, using its best skill and attention.

Should any person employed on the Site, or in connection therewith, give any just cause for complaint, the Engineer may require that such person be replaced forthwith, and such person shall not be again employed by the Contractor on the Site without the consent, in writing, of the Engineer.

GC.19 INSPECTION OF WORK

The Engineer may appoint inspectors or surveyors to inspect all materials used, Products made and all Work done. Such inspections may extend to any or all parts of the Work and to the preparation or manufacture of the Products to be used whether on Site or elsewhere. Inspectors and surveyors are not authorized to revoke, alter, enlarge or accept any portion of the Work or to issue instructions contrary to the Drawings and Specifications.

GC.20 DAILY REPORT

The Engineer will maintain, in detail, a daily report to record progress of the Work, the number of personnel at the Site, the materials delivered to the Site, and all such other items which the Engineer deems necessary to record. The daily reports will be kept in the Engineer's Site office and the Contractor or the Contractor's representative shall be required to read and sign each report. In case of differences of opinion between the Engineer and the Contractor regarding the particulars stated in the daily report, the Contractor shall, within seven calendar days, give notice in writing to the Engineer expounding such difference.

GC.21 WEEKLY MEETINGS

The Contractor shall meet weekly with the Engineer on the Site to discuss work done in the previous week, and work proposed to be done in the week just starting, and at other times, as requested by the Engineer during the course of the Work.

GC.22 CONSTRUCTION SCHEDULE

The Contractor shall have furnished, or shall immediately furnish, the Engineer with a complete construction schedule ("**Construction Schedule**") consistent with the Total Performance date set out in the Contractor's Proposal and herein, in addition to the preliminary construction schedule provided in the Contractor's Proposal, showing all material dates on which each material component of the Contractor's proposed program of operations will be performed so as to attain Total Performance on the required date. The Construction Schedule must include the various subdivisions of the Work and the dates of the commencing and finishing of each. The Construction Schedule shall be completed using Microsoft Project or other scheduling software as approved by the Engineer.

The form of the Construction Schedule must be approved by the Engineer. On the last day of each calendar month, an updated copy of the Construction Schedule shall be submitted to the Engineer with particulars indicating the percentage completed of each division of the Work to that date.

The Contractor shall immediately advise the Engineer of any deviations from, or proposed changes to, the Construction Schedule. If, in the opinion of the Engineer, the Construction Schedule as submitted is inadequate to ensure the completion of the Work within the time limited therefor, or is otherwise not in accordance with the Proposal, or if the Work is not being adequately or properly prosecuted in any respect, the Engineer, without derogating from the Owner's rights under the Contract, shall have the right to require the Contractor to submit a new Construction Schedule providing for proper and timely completion of the Work, and the Contractor shall be entitled to no claim for extension of time on account of such requirement, and such new Construction Schedule, when accepted by the Engineer, shall be a Contract Document.

GC.23 MAINTENANCE OF SCHEDULE

1. Work Delayed by the Contractor

- (a) The Contractor shall at all times provide a sufficient number of skilled personnel to maintain the progress of the Work and compliance with the Construction Schedule, and, if in the opinion of the Engineer, the Contractor delays the progress of the works of Other Contractors, then the Contractor shall be responsible for all loss and damage, including, without limitation, that of Other Contractors for stand-by time and/or delay occasioned thereby.

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- (b) If, in the opinion of the Engineer, the Contractor delays or is about to delay the Work or the progress of any portion of the Work as shown by the Construction Schedule, then upon written notification by the Engineer, the Contractor shall use such additional overtime work or shifts as may be necessary to catch up and/or maintain the progress of the Work and the cost and expenses incurred by use of said overtime work or shifts shall be borne entirely by the Contractor.

2. Work Accelerated by the Engineer

- (a) Should the Engineer be required to expedite the final completion of the Work or the works of Other Contractors, then, provided the Contractor is not in default of any of the provisions of the Contract affecting the Construction Schedule, the Engineer may order the Contractor to work additional shifts for which the Owner will pay:
 - (i) the substantiated extra premium wage incurred by such shift work;
 - (ii) the approved additional wages of supervision; and
 - (iii) an agreed percentage addition for profit for accelerated work.
- (b) Such instructions to the Contractor will only be valid when given in writing by the Engineer. The Contractor shall be responsible for having time sheets covering all such shift work checked and approved daily by the Engineer and claims for reimbursement of the extra wages will only be accepted when properly supported by such signed time sheets.

3. Work Out-of-Sequence

The Contractor shall at no additional cost perform its Work as to operation or location out-of-sequence as and when directed by the Engineer.

4. Execution of Other Works or Contracts

- (a) The Contractor shall afford all facilities for the execution of any other works which may be undertaken by the Owner or by such parties as may be employed by them, so that such works may be properly and conveniently completed, and the Engineer shall have full authority to make and enforce such regulations as the Engineer may deem necessary for the conduct of the works; and the Contractor shall proceed in such manner and complete in such order such portions of the Work as the Engineer may require, and the Engineer shall be the sole judge as to what facilities are due and proper, and can be afforded without any undue interference with the execution of the Contract.
- (b) The Contractor shall at all times give free access and every reasonable facility to the employees of the Owner and to Other Contractors, to such portion of the works and adjoining land as may be necessary to enable them to execute and maintain works of any description; such accommodation and access being regulated and directed by the Engineer and no inconvenience or alleged inconvenience arising therefrom shall form any ground for claims, losses or damages, compensation or otherwise, by the Contractor against the Owner.

GC.24 EMERGENCIES

The Engineer has the authority in an emergency to stop the progress of the Work whenever in the Engineer's opinion such stoppage may be necessary to ensure the safety of life, or the Work

or neighbouring property. This includes authority to make changes in the Work, and to order, assess and award the cost of work extra to the Agreement or otherwise, as may in the Engineer's opinion be necessary. The Engineer shall within two Working Days confirm in writing any such instructions.

GC.25 SUBCONTRACTORS AND SUPPLIERS

The Contractor shall supply complete information to Subcontractors and equipment and material suppliers. The Contractor agrees to bind every Subcontractor by the terms of the Contract Documents as far as applicable to their component of the Work. Where Specifications and Drawings are required to provide complete information on any aspect of the Work, the Contractor shall supply them to the Subcontractor or supplier concerned.

In every subcontract, to the extent the *Builders Lien Act* is applicable, the Contractor shall specify that the Contractor or agent of the Contractor shall be the person responsible for payment certification under that subcontract for the purposes of the *Builders Lien Act* (and not the Owner or Engineer).

GC.26 CONTRACTOR'S PLANT AND UTILITIES

The Contractor shall at its own expense supply, maintain and remove its field office, all other Plant, and whatever electric or telephone facilities the Contractor requires for its Plant for either domestic or construction purposes.

The Contractor must provide and properly maintain, in clean and sanitary condition, suitable and convenient privy or toilet accommodation for the Contractor's employees so that they shall not be a source of inconvenience, complaint or nuisance to the public or to others in the vicinity of the Site.

The Contractor shall make all necessary arrangements with the Engineering Department of the Owner for obtaining water from the Owner.

GC.27 PLANT, LABOUR AND MATERIALS

The Contractor at its own expense shall provide all necessary temporary buildings and storage grounds and shall furnish all necessary labour, materials and Plant together with all proper and required facilities for moving and transporting the same, so that the Contract and all Work required to be done under it can and will be carried on in a workmanlike manner, properly, satisfactorily, continuously and expeditiously, to completion, to the Engineer's satisfaction in all respects. Unless otherwise specified, all materials shall be new and both workmanship and materials shall be of good quality.

Should any Plant, equipment, appliance, materials or workmanship which the Engineer may deem to be inferior or unfit for use in or on the Work be brought on the Site or used, the same shall be wholly removed therefrom within 24 hours after notification to that effect from the Engineer, and in the case of failure or neglect on the part of the Contractor to remove the same the Engineer may cause the same to be taken away at the Contractor's expense, and deposited, wasted or otherwise disposed of in any locality, place or way the Engineer considers convenient or proper, and the Contractor shall forthwith pay to the Owner on demand, all expenses incurred including storage, if any, or the same may be deducted or collected by the Owner as provided in GC.58.

GC.28 MATERIAL AND EQUIPMENT SUPPLIED BY THE CONTRACTOR

Material and equipment supplied by the Contractor shall be as specified in the Contract Documents. If the Contractor wishes to supply and install items other than as specified, the Contractor shall apply for and must receive written permission from the Engineer before incorporating such items into the Work. Descriptive literature and price schedules covering such alternative items shall be supplied to the Engineer if requested.

The Contractor shall furnish for the approval of the Engineer as the Engineer may reasonably require samples of any material of any kind to be used in the Work and no material shall be used which is in any way inferior to the approved samples; but it is understood that the approval of any material shall not subject the Owner or the Engineer to pay for the same or prevent the rejection afterwards of any portion thereof which is found in the Engineer's judgement to be unsound or unfit to be used; nor shall such approval be considered as any waiver of objection to the Work at any subsequent period on account of the unsoundness or imperfection of the materials used.

GC.29 MATERIAL IN IMPERIAL UNITS

Where manufactured materials that are specified in metric units are not available, materials manufactured to Imperial units may be substituted, provided the Contractor can satisfy the Engineer that the substitute materials are at least equivalent to those specified.

GC.30 SUPPLY OF MATERIALS BY THE OWNER

The Contractor's responsibility for materials supplied by the Owner shall begin upon the Contractor's acceptance at the points of supply to the Site. All such materials shall be examined and the Contractor shall advise the Engineer in writing of any defective or damaged material. Any material supplied by the Owner which is damaged after acceptance by the Contractor shall be replaced by the Contractor at his own expense.

Any material supplied by the Owner that is not required for the Work shall remain the property of the Owner. Such material shall be neatly stored at the point of original supply.

GC.31 TEMPORARY STRUCTURES

Temporary structures erected by the Contractor shall remain the Contractor's property and be removed from the Work Site on completion of the Work.

The Contractor shall be responsible for the design, adequacy, safety and efficiency of all falsework, temporary structures and construction processes required in connection with the completion of the Contract. All such designs and plans shall be prepared and sealed by a Professional Engineer licensed to practice in British Columbia and submitted to the Engineer for review and comment, but such review shall not relieve the Contractor of any responsibility. The Contractor shall make good at the Contractor's expense immediately all defects arising from the Contractor's faulty design, equipment or application thereof.

GC.32 WORK AREAS AND CONTRACT LIMITS

The Contractor shall, as far as is practicable, confine operations to the Engineer's specified area within the Work Site. Rights to access any land or property outside Work Site boundaries which the Contractor requires during construction shall be acquired by the Contractor at the Contractor's own expense, and the Contractor shall make its own arrangements for the use of such land or property and for the compensation of its owners.

Work to be performed by the Contractor outside the Contract Work limits includes:

- (a) installation of barricades and barriers and other traffic control measures; and
- (b) repairing and making good property and improvements which are damaged or destroyed by the Contractor's operations.

GC.33 TRUCK SAFETY

All truck operators, acting under or for the Contractor, must operate their vehicles in a safe and courteous manner and in full compliance with Applicable Law.

All truck operators must comply with the City of Vancouver by-laws regulating truck use, including truck route, engine brake noise, and weight and load securement provisions. There will be zero tolerance on overloading trucks and untarped loads.

All vehicles must be inspected prior to leaving a site to ensure that loads are properly secured and tarped and that there is no debris on the vehicle and no debris or rocks between the tires.

[Note: The City of Vancouver Street and Traffic By-Law 2849 - Spilling of Vehicle Loads on Streets - Securing of Loads.

99.(2)(a) No person shall drive, ride, or propel any vehicle containing any sawdust, solid waste, liquid waste, dirt, gravel, rocks, or other loose material on any street in the City unless such vehicles are kept tightly and securely covered in such a manner as to prevent any of the load from being blown, dropped or spilled from such vehicle.]

GC.34 STORAGE AREAS

Working and storage areas will be allocated by the Engineer for use by the Contractor. The Contractor shall be responsible for the maintenance and clean-up of the allotted areas.

GC.35 HOURS OF WORK

The Contractor must comply at all times with all applicable requirements of the City of Vancouver's Noise By-law.

The Contractor shall keep the Engineer advised on the proposed hours of work so that inspection can be co-ordinated. Work without inspection shall not be permitted.

The Owner's employees work between the hours of 7:30 a.m. and 3:30 p.m. on all Working Days, except those when Vancouver City Hall is closed. The Contractor shall not expect any work to be performed by the Owner's crews outside these hours except by special arrangement agreed to by the Engineer or in case of emergency.

GC.36 TRAFFIC CONTROL

For all works on City streets, lanes or sidewalks, all traffic control shall be provided by the Contractor, at the Contractor's expense, except where otherwise specifically provided for in this Contract. The Contractor shall adhere to the standard procedures and practices prescribed in the Ministry of Transportation and Highways "Traffic Control Manual for Work on Roadways" (Second Field Edition).

The Contractor shall also provide, at the Contractor's expense, erect and maintain all requisite barriers, fences or other proper protection and must provide and maintain such flagpersons,

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watchpersons and lights as may be necessary or as may be ordered by the Engineer, in order to ensure safety to the public as well as to those engaged about the Site, and must (where it is practicable in the Engineer's opinion) keep any roadway open for the use of the public, or for some restricted use specified by the Engineer, for such width as the Engineer may direct.

Within ten Working Days of receipt of a Notice of Award, the Contractor shall have submitted (or failing which, shall immediately upon the execution hereof submit) the detailed Traffic Management Plan for the Engineer's approval incorporating all aspects of the preliminary traffic management plan provided by the Contractor with its Proposal as well as all further details then available to the Contractor or reasonably requested by the Engineer in preparation for commencement of the Work following receipt of a Notice to Proceed.

The Contractor shall, from the date of commencement to the date of completion of the Work, assume responsibility for the barricading and signing of hazards resulting from such works as utility trenches, out-of-grade utility-access covers, or any other obstruction or impediment to pedestrian or vehicular traffic, be these works in progress prior to or subsequent to the above mentioned date of commencement.

Unless ordered otherwise by the Engineer, the Contractor shall inspect the barricades and warning signs around the Site at least once per day.

When any work is carried out at night, the Contractor must supply, at the Contractor's expense, a sufficient number of electric or other approved lights to enable the work to be done in an efficient and satisfactory manner, and the Engineer shall have the right to order additional lights at the Contractor's expense if, in the Engineer's opinion, they are or may be required.

Licence numbers of vehicles legally parked at the time of placement of signs shall be recorded by the Contractor and made available for the Engineer. If these vehicles are still parked when Work commences, the Engineer shall be contacted by the Contractor for further instructions.

GC.37 PUBLIC CONVENIENCE

In carrying out the Work, or any portion thereof, the convenience of the public must always be specially considered and provided for by the Contractor, who must not obstruct any street, thoroughfare or sidewalk longer or to any greater extent than is absolutely necessary in the Engineer's opinion. The Contractor shall not deposit any material upon any street, sidewalk, boulevard, grass plot, or other City or public property, without the Engineer's permission; nor shall the Contractor allow the same to remain thereon longer than necessary but must remove all rubbish and other material, clean and thoroughly restore all such places to as good and as tidy a condition as the Contractor found them, as speedily as possible, from time to time as the Work progresses, or as directed. Unless material and rubbish are removed within four days after the completion of the Work, without previous notice to the Contractor the Engineer will proceed to do whatever is necessary to restore such places to as good and as tidy a condition as before the commencement of the Work and charge the cost thereof against the Contractor. Where the Contractor obstructs more of any street, roadway or place than is ordered or sanctioned by the Engineer in writing, then the Engineer may cause such obstructions to be removed at the expense of the Contractor.

GC.38 ACCESS TO EXISTING STRUCTURES

The Contractor shall at all times maintain satisfactory pedestrian access to buildings and private property.

The Contractor shall provide suitable notice to affected property owners prior to changes in access. Interruption of access to any entrance shall be kept to a minimum.

The Contractor shall maintain fire exits from existing buildings as required by the Applicable Law and Vancouver fire and rescue authorities.

GC.39 PROTECTION OF WORK AND PROPERTY

The Contractor shall maintain continuously adequate protection of all the Contractor's Work from damage and shall protect the Owner's property from all injury arising in connection with the Contract. The Contractor shall make good any such damage or injury. The Contractor shall protect adequately adjacent property as required by law and the Contract.

GC.40 FIRE, SECURITY AND SAFETY REGULATIONS

1. Fire and Security

The Contractor shall comply, and the Contractor shall enforce compliance by all its agents, employees, Subcontractors and suppliers, with any and all fire regulations which have been or may be established from time to time by the Engineer and anybody having jurisdiction over such matters.

All security regulations which have or may be promulgated by the Engineer or other authorized representatives of the Owner shall be complied with. Watchmen for the Site may be provided by the Owner at the Owner's discretion. However, neither the Owner nor the Engineer will be responsible for any loss or damage to the property of the Contractor whether or not watchmen are provided by the Engineer. The Contractor will furnish such security as the Contractor feels necessary for the protection of the Contractor's equipment and Products stored or used on Site.

2. Loss Control

The Contractor will establish a "Loss Control Program," satisfactory to the Owner to meet WorkSafeBC and other requirements.

3. Safety

When required by WorkSafeBC Regulations, first aid facilities, including an attendant, shall be provided on the Site at all times during working hours by the Contractor. Such facilities will be completely equipped in accordance with the requirements of WorkSafeBC.

The Contractor shall be fully responsible for taking all necessary precautions for the safety of the Contractor's workers on the Site or of complying with all applicable safety laws and regulations, including regulations pursuant to the *Workers' Compensation Act*, to prevent accidents or injury to persons on, about or adjacent to the Site.

The Contractor shall provide all safeguards required directly for or as a result of the Work as referred to in GC.39 - Protection of Work and Property and in the scope of Work described in the Contract Documents.

GC.41 OVERLOADING

No part of the Site shall be loaded with a load greater than it is calculated to bear safely. Should any damage or accident occur through the violation of this requirement, the Owner will hold the Contractor solely answerable and liable.

GC.42 DRAINAGE

The Contractor shall keep all portions of the Work well, properly and efficiently drained until completion, and the Contractor will be held responsible for all damage which may be caused or result from water backing up or flowing over, through, from or along any part of the Work, or which any of the Contractor's operations may cause to flow elsewhere.

GC.43 CLEANING UP

The Contractor shall at all times keep the Site free from accumulations of waste material or rubbish caused by its employees or work, and at the completion of the Work, it shall remove all its rubbish from and about the site and all its tools, scaffolding and surplus materials, and shall leave the Site "broom clean" or the equivalent, unless more exactly specified. In case of dispute, the Engineer may remove the rubbish and charge the cost to the Contractor as the Engineer shall determine to be just.

GC.44 SAFEGUARDING EXISTING PROPERTY

Existing property, buildings, fences or other improvements of any kind shall be protected by the Contractor during the life of the Contract. The Contractor shall make good to the satisfaction of the Engineer any damage done to the existing property, buildings, fences or other improvements. This applies to areas of private property incorporated in the Work area.

Where removal of existing improvements such as pavement, fences, structures, sewers and ducts is necessary during the course of the Work, the same shall be re-established by the Contractor to the satisfaction of the Engineer. The cost of protection and rehabilitation shall be borne by the Contractor.

GC.45 EXISTING UTILITIES

The Contractor will be responsible for the care of all public utilities and in the event of any of these requiring to be removed, raised or lowered permanently, this will be done either by the Owner or by the utility company interested and at the expense of the Owner. If temporary alteration of location is required for purposes of the construction, such work shall be done by the Owner or by the utility company interested at the expense of the Contractor. The Contractor, however, will be held responsible for, and will have to bear the cost due to any damage done to utility services through its operations.

Reasonable notice must be given to the Engineer of any change required in utility services.

Existing utilities may or may not be shown on the Drawings. These, however, are shown for convenience only and the Owner assumes no responsibility for improper locations, or failure to show utility locations on the construction plans. The Contractor shall prove its locations by obtaining relevant City of Vancouver plans and uncovering the utilities on Site at no extra cost to the Owner.

The Contractor shall provide adequate barricades and lighting around and adjacent to any open excavation or potentially dangerous location or other locations designated by the Engineer.

The Contractor shall at all times ensure that the fire hydrants are not obstructed.

GC.46 DUST CONTROL

The Contractor shall at all times control the generation of dust by its operations by water sprinkling or by other methods approved by the Engineer.

GC.47 ALTERATIONS, EXTRAS, DEDUCTIONS & CLAIMS

The Owner without invalidating the Contract shall have the right to make or order any alterations and changes to the Work, such as it may deem advisable, at any time before or during the prosecution of the Work, in any line, grade, Drawings, Specifications or detail thereof, or to increase or decrease the dimensions, quantity of material or work, or to alter the situation or level, or to vary the form or dimensions of any part of the Work, or to vary in any other way the Work; or to order any additional or extra work to be done or additional or extra materials to be furnished; and the Contractor shall, in pursuance of the Engineer's written orders to that effect, proceed with, carry out and execute the Work as directed, and shall supply such additional materials and do such additional or extra work in pursuance of such orders without being entitled to any extension of time for completion, or any additional payment on account thereof, except only as herein provided.

In each and every case where additional or extra work or material of any kind is ordered to be done or supplied, or where the Contractor does or supplies, or contemplates doing or supplying, any work or material the Contractor shall notify the Engineer in writing and shall state in its notification clearly and fully what the circumstances are, and the additional sum or compensation it intends to demand therefor, otherwise it shall have no claim in respect thereof. The Owner shall make such additional payments as the Engineer determines are reasonable and appropriate, provided that the Engineer shall follow any unit or lump sum prices contained in the Schedule of Quantities and Prices (Schedule 3) applicable to such work, labour or material, and if, and to the extent that, in the opinion of the Engineer only some or none of the unit or lump sum prices aforesaid apply, the hourly rates set out in the Schedule of Force Account Labour and Equipment Rates (Schedule 8) (to the extent they are applicable).

If any work, labour or material is not required to be performed or supplied, then the Owner may deduct from the Contract Price the value of such work, labour or material not required to be performed or supplied which shall be determined by:

- (a) using the unit or lump sum prices contained in the Schedule of Quantities and Prices (Schedule 3) applicable to such work, labour or material; or
- (b) if, and to the extent that, in the opinion of the Engineer some or none of the unit or lump sum prices aforesaid apply, then using the hourly rates set out in the Schedule of Force Account Labour and Equipment Rates (Schedule 8); or
- (c) such fixed sum as agreed upon between the Contractor and the Owner.

All claims of every nature which the Contractor may have in respect of the Contract or Work done thereunder, are to be summarized and submitted by it (in duplicate) to the Engineer within one month of the completion of same, and the Contractor shall make no claim of any nature afterwards; and no claim not then made or not then allowed by the Owner shall be sustainable, and the Owner shall be in no way disentitled to determine any and all questions concerning said claims, and no action or suit shall be commenced by either party to the Contract until after the Certificate of Total Performance shall have been signed by the Engineer and then only for the amount appearing therein to be due to the Contractor.

GC.48 ERRORS BY CONTRACTOR

Changes, errors or mistakes made by the Contractor or the Contractor's Subcontractors, workmen or employees, and all settlements, washouts and defects, shall be rectified by the Contractor at its expense.

GC.49 TESTING OF MATERIALS

Except where otherwise specified, testing of materials will be carried out by the Contractor and paid for by the Contractor.

GC.50 DEFECTIVE WORK

All defective work must be forthwith made good by the Contractor at its own expense to the Engineer's or Owner's satisfaction, as the case may be.

GC.51 WARRANTY

The Contractor shall perform the Work in a proper and workmanlike manner and in accordance with the requirements of the Contract Documents and guarantee the Work against any defects arising from faulty installation, material or workmanship during the period of 12 months from the date of issuance of the Certificate of Substantial Performance and make good in a permanent manner satisfactory to the Owner any defects arising from any of these causes. Where the Contract Documents provide for a warranty of greater scope or duration than set out in this General Condition, the broader and longer warranty provisions will apply.

Whether the Contractor should replace defective Products or Work, or repair the same, shall be determined by the Engineer. Should the Contractor fail to make good defects within three Working Days after being notified by the Owner to do so, the Owner at its option may do so and all costs, charges and expenses so incurred may be deducted or collected by the Owner as provided in GC.58 - Money Due to Owner; provided that the Owner shall first deduct such amounts from the Maintenance Security Holdback. If the Owner assesses the defects to be dangerous or determines that an emergency situation exists, the Owner, at the Owner's discretion will effect repairs immediately and all costs, charges and expenses so incurred may be deducted or collected by the Owner as provided in GC.58 - Money Due to Owner; provided that the Owner shall first deduct such amounts from the Maintenance Security Holdback. The decision of the Owner shall be final as to the necessity of repairs or of any work done or required to be done under the provisions of the Contract and for the amounts expended thereunder. If in the opinion of the Engineer, it is in the Owner's best interests (taking into account effects on the Owner's overall schedule, the difference in value between the Work as performed and that called for by the Contract Documents, and other relevant factors) not to correct defective Work or Work not provided in the Contract Documents, the Engineer will assess the amount which should be deducted from the amount otherwise due to the Contractor and will assess the length of time by which the obligations should be extended in order to put the Owner in as close a position financially and in terms of the useful life of the Work as would have been the case had the Contractor performed the Work as called for by the Contract Documents. For further certainty, the Engineer may extend the warranty period in appropriate circumstances to a minimum of twice the warranty period originally provided for under the Contract Documents, subject always to the above parameters.

GC.52 CONTRACTOR'S LIABILITY

The Contractor shall be liable for any and all losses, damages, or claims for damages, for injuries or accident to persons or property done or caused by the Contractor, the Contractor's Subcontractors or employees, or resulting from the prosecution of the Work or any of its operations, or caused by reason of the existence or location or condition of the Work, or of any materials, Products or Plant used therein or thereon, or which may happen by reason thereof, or arising from any failure, neglect or omission on the Contractor's part, or on the part of the Contractor's Subcontractors or employees, to do or perform any or all of the several acts or things required to be done by the Contractor or them under and by the Contract, and the Contractor covenants and agrees to indemnify and save harmless at all times the Owner against

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all such damages and claims for damages whatsoever arising out of or in connection therewith, and in the event of any such action being brought by any person against the Owner, either directly or indirectly, or by reason of the execution of the Contract, the Owner may enforce payment by the Contractor of all such loss, costs, damages and expenses as a debt due to the Owner.

In the case of the Contractor's failure, neglect or omission to observe and perform faithfully and strictly all the provisions of the Contract, the Owner may either with or without notice (except where in this Contract notice is specially provided for, and then upon giving the notice therein provided for), take such steps, procure such material, equipment, trucks, and men, and do such work or things as it may deem advisable towards carrying out and enforcing the same, and any and all expenses so incurred may be deducted or collected by the Owner under the provisions of GC.58, or from the Maintenance Security Holdback.

Any such action taken by the Owner under this General Condition as it is herein empowered to take shall not in any way relieve the Contractor or its sureties from any liability under the Contract.

GC.53 INSURANCE BY THE CONTRACTOR

- (a) The Contractor shall obtain and maintain throughout the term of the Contract and the prosecution of the Work, all of the insurance policies required by Schedule 9.
- (b) All insurance coverage described in Schedule 9 shall be issued by an insurance carrier or agent acceptable to the Owner and licensed to conduct business in the Province of British Columbia.
- (c) Upon request of the Engineer or the Owner, the Contractor shall be required to deliver a Certificate of Insurance, and where required by the Owner's Director of Risk Management, certified copies of all policies and endorsements, evidencing the placement and endorsement of insurance in accordance with this GC 53.
- (d) Contractors and their Subcontractors shall be required to furnish evidence of the renewal of policies described in this General Condition by renewal certificate, endorsement or certified copy to be received by the Owner at least 15 calendar days prior to the expiry date of the policy.
- (e) If the Contractor fails to obtain and maintain insurance as required hereunder, or if the Owner does not approve any insurance policy or policies submitted to the Owner and the Contractor thereafter does not meet the requirements of the Owner as to terms and conditions of the insurance policy, the Owner shall have the right to place and maintain such insurance in the name of the Contractor. The cost thereof shall be payable by the Contractor to the Owner on demand, and the Owner may deduct the cost thereof from any monies which are due or may become due to the Contractor. If coverage should lapse, all work by the Contractor shall be stopped until satisfactory evidence of renewal is produced.
- (f) Each policy described in Schedule 9 shall be required to be endorsed to provide the following notice for policy changes and cancellations to the Owner: "It is understood and agreed that this policy will not be cancelled, reduced, materially altered or changed without the insurer giving at least 30 calendar days' prior written notice by registered mail to the City of Vancouver."

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- (g) In addition to the requirements of Schedule 9, each Contractor and each of its Subcontractors shall provide at its own cost any additional insurance which it is required by law to provide or which it considers necessary.
- (h) All deductibles shall be for the account of and be paid by the Contractor upon demand by the Owner. The Owner shall have the right to deduct amounts for which the Contractor is responsible under this GC 53 from any monies which are due or may become due to the Contractor.

GC.54 WORKSAFEBC ASSESSMENTS

Prior to execution of the Agreement and prior to commencing the Work under the Contract, the Contractor shall provide a letter from the WorkSafeBC confirming the Contractor's registration and that all assessments have been paid to the date thereof. The Contractor shall require that the Contractor's Subcontractors maintain such coverage and pay such assessments as will protect them, the Owner and the Engineer from claims under the *Workers' Compensation Act* (British Columbia), as amended from time to time and regulations pursuant thereto.

GC.55 CLAIMS FOR WAGES

The Owner may settle any claim for damages, and pay all wages overdue or the price of any materials or the amount due and payable by the Contractor to any Subcontractor, for which payment is in arrears, and the amount thereof shall be debt due by the Contractor to the Owner, as and for money paid by them for the contractor and shall be deducted or collected by them as provided in GC.58 - Money Due to Owner, but the Owner does not assume any liability in this respect; nor shall the persons to whom such wages or payments are paid become, by such payments, the employees or servants of the Owner or third party beneficiaries of this Contract.

GC.56 LIENS

The Contractor hereby agrees to make payment and take all other steps which may be necessary to insure that all Contract monies, the Site and the Work, and every part thereof, shall be and remain at all times free from and not liable to any lien or charge at law or in equity, or to any claim of liability under the *Builders Lien Act*, or to any attachment for debt, garnishee process or otherwise, and the Contractor and its sureties, as well as its respective executors, administrators, successors and assigns, shall fully indemnify and save harmless the Owner and all its officers, servants and employees from any and all such liability, and shall, on demand, immediately cause any such lien, charge, claim or attachment to be removed or released from the records of any Land Title Office or court in which the same may appear.

Notwithstanding anything to the contrary contained in the Contract Documents, the Owners shall not be obliged to pay any monies to the Contractor if and for so long as any liens exist against the Work or the Site.

GC.57 PATENT INFRINGEMENT

The Contractor shall fully indemnify the Owner against and from all suits or actions arising from the claim of any person or persons who are or claim to be patentees of any process used in connection with the Work or of any material, Products, Plant, machinery, tool or appliance used therein or thereon, or in any way therewith.

GC.58 MONEY DUE TO OWNER

All money payable to the Owner by the Contractor may be retained out of any money then due, or which may become due from them to the Contractor under this or any other contract with the Owner, or otherwise howsoever, or may be recovered from the Contractor and its sureties, or any of either of them, in any Court of competent jurisdiction, as a debt due to them; and the Engineer shall have full power to withhold any estimate or certificate, if circumstances arise which may indicate to him the advisability of so doing, until the Engineer is satisfied that the Work and material so far done or furnished are in accordance with the Contract and that the Contractor is otherwise entitled thereto, though the sum to be retained may be unascertained.

GC.59 ASSIGNMENT

The Contractor shall not, without the consent in writing of the Owner first had and obtained, assign or transfer any sum or sums, or any part thereof, due or to become due to the Contractor under the Contract, or assign, transfer or sublet any portion of the Contract or of the Work but must carry out the Work with its own men or subcontract under the Contractor's supervision. This Section however does not apply to the furnishing of material for the different parts of the Work, for which material, however, the Contractor will be held strictly responsible, and no excuse for the quality of the material or for the non-delivery in good time by any Subcontractor, as affecting the progress of the Work, will be entertained, nor will the Owner's consent to the assigning, transferring or subletting of any portion of the Work relieve the Contractor from any of its obligations or liabilities under the Contract. No assignment, transfer or subletting hereinbefore mentioned, except if the same is made in accordance herewith, shall be in any manner valid or binding on the Owner.

GC.60 CERTIFICATES AND PAYMENTS

1. Payment Certifier

The Engineer shall be the "payment certifier" and the person responsible for payment certification under the Contract for the purposes of the *Builders Lien Act*, if and to the extent applicable, and shall otherwise be responsible for certifying payments in accordance herewith. The Engineer will not be the "payment certifier" under any subcontract.

2. Certificate for Substantial Performance

- (a) The Contractor shall give written notice to the Engineer that the Work is substantially performed, and, upon subsequent inspection by the Engineer, a list of deficient work shall be issued to the Contractor by the Engineer. When these deficiencies have been rectified to the satisfaction of the Engineer, the Engineer shall recommend that the Work is substantially performed and ready for official inspection. At the time of the application for a Certificate of Substantial Performance, the Contractor shall deliver up to, and to the complete satisfaction of the Engineer:
 - (i) the "as constructed record plans" of the Work required by GC.13 - Record Plans;
 - (ii) documentation showing compliance with WorkSafeBC requirements; and
 - (iii) a sworn declaration in a form acceptable to the Engineer that all amounts relating to the Work, due and owing as of the end of the month covered by Section 5.3 of the Form of Agreement to third parties including all Subcontractors and suppliers, have been paid.

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- (b) The Owner, the Engineer and the Contractor shall inspect the Work and any remaining deficiencies shall be detailed and included on the Certificate of Substantial Performance. The date of Substantial Performance shall be as stated in this Certificate. Upon issuance of the Certificate of Substantial Performance to the Contractor, the Engineer shall set a reasonable date for the Total Performance of the Work.
- (c) For the purposes of the *Builders Lien Act* (to the extent applicable), the Certificate of Substantial Performance as described herein shall serve as the Contract's certificate of completion, and the date of Substantial Performance stated in the Certificate shall be deemed to be the date of the Certificate's issuance.

3. Certificate of Total Performance

Upon the provision of satisfactory evidence that the deficiencies have been rectified, the Owner and the Engineer will then be permitted to verify such rectification. Upon rectification of all claims and the receipt of statutory declarations as specified in Section 4(b) of GC.60 to the reasonable satisfaction of the Engineer, the Engineer will issue the Certificate of Total Performance.

4. Statutory Declarations

The Contractor shall submit with each of the Contractor's applications for payment such statutory declarations as may be required herein, which shall be sworn in duplicate by the Contractor, or by such person on behalf of the Contractor as the Engineer may approve.

- (a) Prior to payment and as condition to any payment, the Engineer may at any time require the Contractor to file with the Engineer a statutory declaration showing that all wages for the various classes of labour, the hire of trucks, equipment, etc., employed in or about the Site, all Products or other things supplied for use in or upon the Work and amounts due to Subcontractors and suppliers have been paid and satisfied and that there is no encumbrance, lawful claim or lien accruing for labour or services in connection with the Work.

Should any amounts be due and unpaid for wages, equipment, hire, Products and Subcontractors or suppliers as above listed or any encumbrance, lawful claim or lien accrue, the amounts shall be listed on a duly attested statement, in duplicate, and attached to the statutory declaration referred to above.

The Engineer may at any time, if the Engineer deems it advisable, require from the Contractor a statement showing the rates of wages paid by the Contractor for the various classes of labour, the rates of hire of trucks and equipment employed and the prices and quantities of any Products supplied for use in or upon the Work and may also require the statement to show in detail the names of unpaid employees, the rates of wages and amounts due to each, and the names of creditors, quantities, prices and amounts due to each. Such statement shall be duly attested in duplicate as above and be a condition precedent to the right of the Contractor to receive payment.

- (b) Prior to final payment and as a condition to issuance by the Engineer of a Certificate of Total Performance, the Contractor shall file with the Engineer a statutory declaration showing that all Work in respect of the Contract has been completed; all accounts, detailed in the first sentence of Section 4(a) of this General Condition have been paid and satisfied and there is no encumbrance, lawful claim or lien accruing for labour, products or services in connection with the Work; and payments already received and

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now due under the final payment application are accepted by the Contractor as full compensation for everything furnished and done by the Contractor under the Contract.

5. Other Documentation

The Engineer may as a further condition to any payment, at any time, require the Contractor to furnish such or other detailed information as may be necessary to establish to the Engineer's satisfaction the compliance by the Contractor with the conditions of the Contract.

6. Books Open for Inspection

The Contractor's payrolls, time-books, books of account, invoices, receipt and statements relating to its Work under the Contract shall be at all times open for inspection and extract by the Engineer and the Owner and any authorized representative of them.

GC.61 TERMINATION OF CONTRACT WITHOUT DEFAULT OF CONTRACTOR

The Engineer may, as agent for and on behalf of the Owner, at the Engineer's discretion terminate the Contract at any time upon written notice to the Contractor notwithstanding the fact that the Contractor may not then be in default, in which event the Owner shall be liable to the Contractor only for a reasonable amount for Work done and materials delivered at or to the Site up to the date of the termination.

Upon payment of the aggregate of the aforesaid sums, the Owner, the Engineer and the Contractor shall be released from their liabilities or obligations under the Contract save and except that the liabilities and obligations of the Contractor shall continue with respect to deficiencies and warranties in the portion of the Work completed prior to termination.

GC.62 TERMINATION OF CONTRACT FOR CONTRACTOR'S DEFAULT

The Engineer as agent for and on behalf of the Owner, without prejudice to any other right, may elect to terminate the Contract forthwith upon notice to the Contractor if:

- (a) the Contractor fails to comply with the Notice to Proceed;
- (b) the Contractor commits an act of bankruptcy or becomes a bankrupt or makes a general assignment for the benefit of the Contractor's creditors;
- (c) a receiver is appointed for the Contractor's business;
- (d) the Contractor fails, on reasonable notice from the Engineer, to supply enough proper workmen or Products;
- (e) the Contractor does not pay promptly the Contractor's employees, Subcontractors or suppliers;
- (f) the Contractor does not comply with the requirements of the WorkSafeBC Regulations, or otherwise fails to meet the safety requirements of the Contract; or
- (g) the Contractor persistently or substantially breaches any provision of this Contract.

On such termination the Engineer may arrange for the performance of the Work by whatever method the Engineer deems expedient but without undue delay or expense.

The Engineer may take possession of all Products, equipment, tools, structures and appliances belonging to or provided by the Contractor located on the Site which the Engineer deems

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necessary to prosecute the Work which possession the Contractor hereby pledges to the Engineer as agent for and on behalf of the Owner, as security for the performance of the Contract and the Work, provided that upon completion of the Work the Engineer shall return to the Contractor or its legal representative any such chattels so taken in possession in their original condition (ordinary wear and tear excepted) if not incorporated in the Work, without any compensation for use thereof.

In case the Work or any part thereof is assumed from the Contractor, as herein provided, it shall in no way affect the relative obligations of the Owner and the Contractor or its sureties in respect of the Contractor's or their obligation, or in respect of the remainder of the Work (if any), as the Engineer may consider reasonable. The Contractor and its sureties in every case shall be liable for such damages, expenditures and extra expenditures, and for all additional cost of the Work which may be incurred by reason of termination of the Contract pursuant to this GC.62, together with the compensation for liquidated damages, if any, from the date fixed for the Total Performance of the Work, and the same may be deducted or collected by the Owner as provided by GC.58.

All the powers of the Engineer with respect to the determination of any doubts, disputes and differences, and the determination of the sum or sums, or balance of money to be paid to or received from the Contractor, and otherwise in respect of the Contract shall nevertheless continue in force.

The fulfilment by the Contractor of any stipulation in the Contract may be enforced by legal proceedings and judgement, or order of Court, without prejudice to any other remedy herein contained. Neither the Owner nor any of its officials, officers, employees or other agents shall be liable or accountable to the Contractor in any way for the manner in which, or the price at which the Work, or any portion thereof, may have been or may be done or completed by the Owner.

No proceeding taken pursuant to this GC.62 or pursuant to any other provision of the Contract, shall at any time be deemed to be an assignment of the Contract or of any portion thereof, unless otherwise agreed to in writing.

GC.63 SUBMITTALS

The Contractor shall submit Product data and samples to the Engineer for review on request. The Contractor's responsibility for deviation in submittals is not relieved by the Engineer's review unless the Engineer gives written acceptance of specific deviations from the requirements of the Contract Documents. The Contractor shall make any changes in submittals which the Engineer may request consistent with the Contract Documents and shall resubmit as directed by the Engineer. The Contractor shall not proceed with work until relevant submittals have been reviewed by the Engineer. The Contractor shall co-ordinate submittals with the requirements of the Contract Documents and shall allow 14 calendar days for the Engineer's review.

GC.64 NON-RESIDENT WITHHOLDING TAX

If the Contractor is, at any time, a non-resident of Canada, within the meaning of the *Income Tax Act* (Canada) as amended, then, and the Contractor hereby so agrees, the Owner may deduct from all money payable under the Contract and remit to the Receiver-General of Canada, the Government of Canada or the Canada Revenue Agency sums required to be withheld and remitted by the *Income Tax Act* (Canada), as amended.

The Owner will receive a further credit under the Contract for money withheld as of and from the date of the withholding (regardless of when or whether remitted) and no interest will be

payable by the Owner on sums withheld, not remitted as aforesaid and later paid directly to the Contractor.

GC.65 RELEASE AND INDEMNIFICATION

The Contractor now releases the Owner, its officers, officials, employees and agents from all costs, Losses, damages and expenses, including those caused by personal injury, death, property damage, loss and economic loss arising out of, suffered or experienced by the Contractor, its Subcontractors, and their respective officers, employees and agents, or suffered or experienced by any other entity or person in connection with the performance of the Work.

Despite the provision of insurance coverage by the Owner, the Contractor hereby agrees to indemnify and save harmless the Owner, its successors, assigns and authorized representatives and each of them from and against Losses, claims, damages, actions, and causes of actions that the Owner may sustain, incur, suffer or be put to at any time either before or after the expiration or termination of the Contract, that arise out of the acts of the Contractor, its Subcontractors, or their respective officers, employees or agents under the Contract.

This indemnity will not affect or prejudice the Owner from exercising any other rights that may be available to it at law or in equity.

The release and indemnity set out above will survive the expiry or sooner termination of the Contract.

GC.66 NO PROMOTION OF RELATIONSHIP WITH THE OWNER

The Contractor shall not disclose or promote its relationship with the Owner, including by means of any verbal declarations, announcements, sales, marketing or other literature, letters, client lists, press releases, brochures or other written materials ("**Communications**") without the express prior written consent of the Owner (except as may be necessary for the Contractor to perform the Contractor's obligations under the terms of the Agreement).

**SCHEDULE 2
SPECIFICATIONS AND DRAWINGS**

The following is a list of the Specifications and Drawings:

[Add.]

The following above listed Specifications and Drawings are attached to this Schedule 2. Others are in the form provided to, or available to, the Contractor as part of the Request for Proposal.

[Add list.]

[Attachment to be added.]

SCHEDULE 3
SCHEDULE OF QUANTITIES AND PRICES
[To be added from Contractor's Proposal.]

SAMPLE

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SCHEDULE 4 - SUBCONTRACTORS AND SUPPLIERS

SCHEDULE 4
SUBCONTRACTORS AND SUPPLIERS

SUBCONTRACTORS

Type of Work	Subcontractor	Address

SUPPLIERS

Item	Supplier/Manufacturer	Address

SCHEDULE 5
CONSTRUCTION SCHEDULE

[To be attached.]

SAMPLE

SCHEDULE 6
PERFORMANCE AND LABOUR AND MATERIAL PAYMENT BONDS

[To be attached.]

SAMPLE

SCHEDULE 7
INSURANCE CERTIFICATES

[To be attached.]

SAMPLE

SCHEDULE 8
FORCE ACCOUNT LABOUR AND CONSTRUCTION EQUIPMENT RATES

[To be added from Contractor's Proposal.]

SAMPLE

**SCHEDULE 9
INSURANCE**

1. Commercial General Liability Insurance

Commercial General Liability Insurance protecting the City Insurance Group, the Contractor, and their respective subcontractors, agents and employees against damages arising from personal injury (including death) and claims for property damage which may arise out of the operations of the Contractor, its Subcontractors, or their respective agents or employees in connection with the Work.

The policy shall be placed prior to commencement of the Work and shall specifically cover liability arising out of the performance of this Contract and shall cover all liability assumed by the Contractor under any contract or agreement, including the indemnity provisions of this Contract. The policy shall be maintained continuously throughout the entire term of the contract, and thereafter, in the case of completed operations coverage for a further period of twenty-four (24) months, and the policy shall provide:

1. broad-form property damage and completed operations coverage;
2. personal injury coverage;
3. blanket contractual liability coverage;
5. contingent employer's liability coverage; and
6. non-owned automobile liability coverage,

and where such further risk exists, the following extensions of coverage shall be included:

1. coverage for shoring, blasting, excavating, underpinning, demolition, removal, pile-driving and grading, as applicable;
2. coverage for hoist liability;
3. coverage for operation of attached machinery; and

This insurance shall be for an amount of not less than five million dollars (\$5,000,000) per occurrence, and shall include a standard form of severability of interests and cross-liability clause. The deductible per occurrence shall not exceed ten thousand dollars (\$10,000) and the Contractor shall be liable for all deductible amounts.

2. Automobile Insurance

A standard owner's form automobile policy for licensed vehicles providing third party liability and accident benefits insurance as provided by the Insurance Corporation of British Columbia (Autoplan) in accordance with applicable British Columbia law, with the minimum limits as follows:

Bodily injury and property damage (third party limit) inclusive limit: \$5,000,000.

3. **Contractor's Equipment Insurance**

"All Risk" insurance with insurers acceptable to the Owner, covering all construction equipment, owned or rented, or for which the Contractor or any of its Subcontractors may be responsible. In the event of loss or damage to the said construction equipment, or any part thereof, the Contractor or the Subcontractor, as the case may be, shall, if so requested by the Owner in writing, forthwith replace such damaged or destroyed construction equipment.

It is understood and agreed that in the event of a loss and upon payment of claim hereunder, the insurer will waive any right of subrogation against the Owner, the Engineer and all architects, engineers or consultants engaged in or connected with the construction and Site preparation and related operations of the Work and any of their servants, agents, employees, and parent, subsidiary, affiliated or associated firms.

4. **Contractor's Pollution Liability Insurance**

The Contractor will obtain or cause its Subcontractors to obtain contractor's pollution liability insurance for a limit not less than \$2,000,000.00 per occurrence with a deductible not greater than \$50,000.00 covering third party bodily injury, property damage and clean-up costs arising out of a pollution event including but not limited to unexpected and unintentional spill, discharge, emission, dispersal, leakage, migration, release or escape of pollutants including Polychlorinated Biphenyl ("PCB"). Coverage will include the transportation, loading and unloading of materials. **The coverage is to include the Contractor as a named insured.**

5. **Professional Liability Insurance**

The Contractor will be required to obtain and carry a professional (errors and omissions) liability insurance policy with limits of not less than \$2,000,000 per occurrence (and aggregate coverage of not less than \$5,000,000) and a deductible of not more than \$50,000, protecting against all claims for loss or damage arising out of any wrongful act or error or omission.