



Contract 3416P

Asbestos Surveys of Various City owned buildings

1. Introduction

The City of Richmond proposes to engage the services of a consulting firm interested in performing detailed asbestos surveys of various City owned buildings located within the City of Richmond.

The objective of this request for proposal is to provide the City with qualified proponents capable of carrying out the work herein defined. The subsequent proponent submissions will form the basis for evaluation, interview and selection.

2. Submission Details

Three (3) copies of proposals marked “**Asbestos Surveys of Various City owned buildings Contract 3416P**” addressed to the Purchasing Section, will be received at the Information Counter, Main Floor, Richmond City Hall, 6911 No. 3 Road, Richmond BC V6Y 2C1, until **Tuesday, November 25, 2008 12:00 pm**. Submissions received after this time will be returned to the sender.

The City reserves the right to cancel this Request for Proposal for any reason without any liability to any proponent or to waive irregularities at their own discretion.

Proposals may be withdrawn by written notice only provided such notice is received at the office of the City’s Purchasing Section prior to the date/time set as the closing time for receiving proposals.

Proposals shall be open for acceptance for 90 days following the submission closing date.

All proposals will remain confidential, subject to the Freedom of Information and Protection of Privacy Act (BC).

Any interpretation of, additions to, deletions from, or any other corrections to the Proposal document, will be issued as written addenda by the City of Richmond. It is the sole responsibility of the potential Proponents to check with the City of Richmond’s Website, and / or BC Bid to ensure that all available information has been received prior to submitting a bid.

Except as expressly and specifically permitted in these instructions, no Proponent shall have any claim for any compensation of any kind whatsoever, as a result of participating in the RFP,

and by submitting a proposal each proponent shall be deemed to have agreed that it has no claim.

3. Enquiries

3.1 Clarification of terms and conditions of the proposal process shall be directed to:

Purchasing

Daianna Panni

Buyer I

Purchasing Department

City of Richmond

Telephone: 604-276-4270

E-mail: purchasing@richmond.ca

3.2 Technical clarification shall be directed to:

Technical

Larry Sellers

Building Maintenance Coordinator

Facility Management, Eng & Pw

City of Richmond

Telephone: 604-244-1235

E-mail: lsellers@richmond.ca

The City, its agents and employees shall not be responsible for any information given by way of verbal communication.

Any questions that are received by City of Richmond Staff that affect the Proposal Process will be issued as addenda by the City of Richmond.

4. Project Background and Services Required

To maintain its commitment to public health and safety, the City performs annual inspections and surveys of its buildings to determine the presence of asbestos and the deployment of appropriate management procedures.

The City would like to expand the scope of this work to include the inspection and survey of a selection of its older buildings. A list of these buildings is included with this RFP as Appendix A.

The services required by the City include:

- Inspection of buildings listed in Appendix A, (this inspection must include the collection of samples and laboratory analysis of same);
- Label posting of all asbestos areas;
- The development of manuals – for staff use,
- The preparation and submission of a formal report – to include location of asbestos & percentage of content for each building inspected, and

Proponents must have access to and utilize an accredited bulk analysis laboratory with a Certified Industrial Hygienist who has related experience to oversee the performance of the Asbestos Materials Survey and reporting.

5. Site Visits

Proponents are strongly encouraged to visit each building listed in Appendix A, in order to prepare an informed proposal. Proponents may set up appointments to view each building by contacting the persons listed in Appendix A.

6. Project Schedule

Time is of the essence for this Project. The City's preference is to have this Project complete within 60 days from award date. A project schedule must be submitted with the proposal.

7. Deliverables

Upon completion of the work, the Successful Proponent must submit to the City an electronic copy of the manual viewable by Microsoft Word and a copies of the manual viewable in Acrobat Adobe for each site. This shall include all information required for the Management Plan in accordance with all codes, regulations and standard practice.

8. Proposal Submissions

All proponents are required to provide the following information with their submissions, and in the order that follows:

- A Corporate profile of their firm outlining its history, philosophy and target market.
- A detailed listing of asbestos survey and inspection experience. Proponents must have a minimum of 5 years experience in the performance of Asbestos Material Surveys.
- A listing of the laboratory, or laboratories that the proponent will utilize to carry out the work. Addresses and contact information must be included with this listing.
- A description of the proponent's understanding of the project objectives/outcomes and vision, and how these will be achieved.
- A detailed project methodology explaining each project task including what will be expected of both the consultant and the City with respect to each task.
- Team Composition – a complete listing of all key personnel who will be assigned to this project. This will include their relevant experience, qualifications for this project, roles and responsibilities, leadership, etc., in addition to their availability for this project. In addition, the consultant's team shall have knowledge of and be able to apply all applicable codes, standards and regulations to the project in its entirety.

- A detailed proposal of what will be delivered, including the expected outcome and benefits to the City of Richmond.
- A complete definition of the process that will be employed to meet the objectives of this project, eg., approach to be taken, feasibility and market study, etc.
- A detailed schedule of all activities, including start date, milestones, project meetings, interim reports and progress reports required for this project.
- Provision of a priced methodology complete with a time allotment for each identified task you propose to employ to carry out the work, this shall form the basis for payments to the successful proponent. Supplement this with a schedule of fees for staff to be assigned to the project. These rates shall be the basis for adjustments to the value of the contract in the event the scope of work varies from that proposed. Proponents are advised that the City requests that separate prices be provided for each building listed in Appendix A and that a cost for re-inspections be provided separately.
- A minimum of three (3) client references from projects of a similar size and scope.

9. Working Agreement

The successful proponent will enter into a contract for services with the City based upon the information contained in this request for proposal and the successful proponents submission and any modifications thereto.

Proponents may include their standard terms of engagement.

10. Evaluation Criteria

Proposals shall be evaluated to determine the best value offered to the City against conformance to the following criteria:

- Understanding of project objectives/outcomes and vision.
- Project Methodology.
- Team Composition – Experience and Qualifications of those staff to be assigned to the project.
- Project Deliverables.
- Value for Money and Schedule.
- References.
- Interview (if required).

Appendix A – List of Buildings That Require Detailed Surveys

BUILDING NAME	ADDRESS	CONSTRUCTION DATE	AREA (SQ FT)	CONTACT	
London Farmhouse	6511 Dyke Rd	1897	3,198	Connie Baxter	604-247-8330
Britannia Heritage Shipyard	5180 Westwater Dr	1900	40,500	Bryan Klassen	718-8044
Sea Island Community Hall	7140 Miller Rd	1950	3,552	Karen MacEachern	718-8420
Firehall #1	6960 Gilbert Rd	1950	9,119	Fire Admin	278-5131
Firehall #3	9100 Bridgeport Rd	1958	3,424	Fire Admin	278-5131
Garrett Wellness centre	7504 Chelsea Pl	1960	5,000	FM Dept	233-3307
Scout Hall	4040 Francis Rd	1965	1,937	Ross Sakai	233-3305
S Arm Community hall	9020 Williams Rd	1966	6,500	Scott Schroeder	718-8064
Hugh Boyd Soccer Clubhouse	4020 Francis Rd	1969	970	Steve Baker	718-8440
Brighthouse Park Fieldhouse	7840 Granville Ave	1970	4,635	Ross Sakai	233-3305
Pitch & Putt Fieldhouse	9771 Pendelton Rd	1970	1,897	Ross Sakai	233-3305
Pool S Arm	10100 S Arm Place	1972	4,500	Sean Dyer	448-5365
Steveston Fieldhouse	4311 Moncton St	1972	1,926	Stephanie Petit	718-8080
Firehall #2	11011 #2 Rd	1972	7,420	Fire Admin	278-5131
Pool Steveston	4151 Moncton St	1972	3,385	Sean Dyer	448-5365
Steveston Martial Arts centre	4251 Moncton St	1973	9,948	Stephanie Petit	718-8080
McNair Park Fieldhouse	9460 #4 Rd	1974	1,200	Ross Sakai	233-3305
Minoru Park Fieldhouse	7251 Granville Ave	1975	1,431	Ross Sakai	233-3305
Steveston Community Police	4371 Moncton St	1980	1,000	Stephanie Petit	718-8080
McDonald Beach Fieldhouse	3500 McDonald Rd	1980	1,280	Ross Sakai	233-3305
Gateway Theatre	6500 Gilbert Rd	1984	42,884	Suzanne Haines	247-4971
Minoru Place Seniors	7661 Minoru Gt	1986	16,738	Eva Bush-Velosa	718-8458
Firehall #7	5731 #6 Rd	1992	7,829	Fire Admin	278-5131
Library Cultural centre	7700 Minoru Gt.	1992	98,000	George Pissarra	247-8328

BUILDING NAME	ADDRESS	CONSTRUCTION DATE	AREA (SQ FT)	CONTACT	
Watermania	14300 Entertainment Way	1997	74,043	Sean Dyer	448-5365
City Hall	6911 #3 Rd	1999	120,000	Sue Mackie	276-4000
Minoru Chapel (heritage)	6540 Gilbert Rd	1891 \ 1968	1,489	Judy Lo	247-8328
East Rmd Community hall	12360 Cambie Rd	1947 \ 1960	5,416	Sue Groff	233-8373
Steveston Community centre	4111 Moncton St	1957 \ 1985	40,800	Stephanie Petit	718-8080
West Rmd Community centre	9180 #1 Rd	1972 \ 1990	20,882	Steve Baker	718-8400
S Arm Community centre	8880 Williams Rd	1975 \ 1990	31,000	Scott Schroeder	718-8064



Note: Receipt of this completed form will assist us in calling for future bids. Please complete and submit this form prior to the closing date and time as shown on the Request for Quotation/Proposal/Tender form.
Please remember to include Quotation/Proposal/Tender No. at right.

Quotation/Proposal/Tender No.

3416P

A Quotation/Proposal/Tender is not being submitted for the following reason(s):

- | | |
|--|--|
| <input type="checkbox"/> We do not manufacture/supply the required goods/services | <input type="checkbox"/> Cannot obtain raw materials/goods in time to meet delivery requirements |
| <input type="checkbox"/> We do not manufacture/supply to stated specifications | <input type="checkbox"/> Cannot meet delivery requirements |
| <input type="checkbox"/> Specifications are not sufficiently defined | <input type="checkbox"/> Cannot quote/tender a firm price at this time |
| <input type="checkbox"/> Insufficient information to prepare quote/proposal/tender | <input type="checkbox"/> Insufficient time to prepare quote/tender. |
| <input type="checkbox"/> Quantity too small | <input type="checkbox"/> We are unable to competitively quote/tender at this time. |
| <input type="checkbox"/> Quantity too large | <input type="checkbox"/> We do not have facilities to handle this requirement |
| <input type="checkbox"/> Quantity beyond our production capacity | <input type="checkbox"/> Licensing restrictions (please explain) |
| <input type="checkbox"/> Cannot meet packaging requirements | <input type="checkbox"/> Agreements with distributors/dealers do not permit us to sell directly. |
| <input type="checkbox"/> Cannot handle due to present plant loading | <input type="checkbox"/> Other reasons or additional comments (please explain below) |

I / We wish to quote / tender on similar goods / services in future <input type="checkbox"/> Yes <input type="checkbox"/> No	Authorized Company Official – Signature and Title	Date
This space for City of Richmond Comments		Firm Name
		Address
		City
		Province Postal Code
		Telephone Number



City of Richmond

Fax Cover Sheet

To:	Name: TO THOSE WHO HAVE Company: RECEIVED COPIES OF 3416P	File: 02-0775-50-3349/Vol 01 Date: November 19, 2008 Fax:
From:	Department: Purchasing Name: Daianna Panni	Phone: 604-604-4270 Fax: 604-604-4162

If you have any problems with this fax, contact: at 604-276-4270

Total no. of pages, including cover sheet:
Mailed original to follow:

Message:

**Re: RFP 3416P
Addendum No. 1
Asbestos Surveys at various City owned buildings**

Questions

1) Section 4: Project Background and Services Provided; it speaks of manuals for the staff to use, also in section 7: Deliverables; It speaks to management plans. Are the manuals and management plans "Asbestos Management Plans"? If so, is an AMP to be coordinated for each building or an overall AMP applicable to all buildings?

Answer: AMP (Asbestos Management Plan) for each building.

2) Section 4: Project Background and Services Provided; States the analysis lab is to employ a "CIH who has related experience to oversee the performance of the Asbestos Material Survey and reporting". Is the CIH to review and sign off on our final reports? With regards to the CIH, is WorkSafeBC definition of a qualified person acceptable or does the person have to have a CIH/ROH designation.

Answer: The testing lab must have CIH on staff that will verify the testing from the lab. They do not need to sign off your report.

3) Section 4: Project Background and Services Provided; "to include location of asbestos and percentage of content for each building inspected". Is this to include drawings/figures of sampling point locations with delineation of confirmed ACM's in the final report?

Answer: No Drawings or figures are necessary. A description of room number and location areas (where applicable) must be identified.

4) Section 4: Project Background and Services Provided; "Label posting of all asbestos areas" Could you be specific in which type of labeling is appropriate? I.e. doorframe. Is it possible to provide a unit cost per label and cost to label a building?

Most buildings on the list are Pre 1980 and should contain some asbestos. Please assume all buildings have some asbestos content and will require labeling. If the building is asbestos free, we will also require a set of labels noting that condition and confirming it HAS been tested. See page 3 of this addendum for a sample of a label. The City has a number of labels on hand. They will require more in the future. Please include a quote of 500 labels with your proposal submission.

5) Are there any historical asbestos sampling records related to the buildings listed in the RFP? If there are, could we get copies of those results? Or, conversely, are we to submit our proposal based on the presumption that there are no records available?

Answer: There are no historical records

6) The RFP requires that a submission for labelling be included. The costs associated with this requirement are virtually impossible to define **before** we know what asbestos is present. Can this be quoted after the fact or otherwise be costed in accordance with our submitted fee schedule?

Answer: No, this cannot be quoted after the fact. Please provide a fee schedule outlining the costs WITH the proposal.

7) What accreditation are you seeking for our laboratory? (We perform all asbestos analysis at our in-house lab). We are participants in the AIHA (American Industrial Hygiene Association) and CALA (Canadian Association of Laboratory Accreditation) proficiency testing systems.

Answer: The testing lab must have Canadian CIH (Certified Industrial Hygienist) or Canadian Equivalent on staff that will verify the testing from the lab. American Accreditation is not recognized in Canada.

Sorry for any inconvenience.

Yours truly

Daianna Panni
Buyer I
City of Richmond

City of Richmond



CAUTION

ASBESTOS-CONTAINING MATERIALS

The following materials in this room contain asbestos:

Material

- Vinyl flooring tiles
- Linoleum sheet flooring
- Asphalt floor planking
- HVAC ductwork mastic
- Cement (transite) boards
- Cement (transite) pipe
- Textured paint
- Drywall joint compound
- Acoustic plaster
- Thermal system insulation

Location

Concealed?

- | | | |
|---|------------------------------|-----------------------------|
| <input type="checkbox"/> Floor | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <input type="checkbox"/> Walls | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <input type="checkbox"/> Ceilings | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <input type="checkbox"/> Ceiling space | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <input type="checkbox"/> Wall cavities | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <input type="checkbox"/> Mechanical pipes/vessels | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

**DO NOT DISTURB WITHOUT PROPER
TRAINING AND PROTECTIVE EQUIPMENT**

Damage to the above-noted materials must be reported
to the Manager of Facility Maintenance and Operations
(604) 233-3307

For further information, contact the Manager of Facility
Maintenance and Operations
(604) 233-3307



City of Richmond

Fax Cover Sheet

To:	Name: TO THOSE WHO HAVE Company: RECEIVED COPIES OF 3416P	File: 02-0775-50-3416/Vol 01 Date: November 20, 2008 Fax:
From:	Department: Purchasing Name: Daianna Panni	Phone: 604-604-4270 Fax: 604-604-4162

If you have any problems with this fax, contact: at 604-276-4270

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Message:

**Re: RFP 3416P
Addendum No. 2
Asbestos Surveys at various City owned buildings**

Questions

1) Is there any possibility of an extension of a couple of days to permit us to visit these sites prior to Tender closing?

Answer: The closing date has been changed to: Monday, December 1, 2008 1200 pm

2) At least one person expressed the belief that the list we are using includes a building or buildings which are **not** owned by the City of Richmond (specifically mentioned was the Garrett Wellness Centre). Can you please clarify that the included list is the correct list?

Answer: The list included is correct. City of Richmond owns Garrett Wellness centre.

3) Technically, there is no such thing as a "Canadian CIH" since the designation "CIH" is an American Accredited Designation and in fact is widely accepted in Canada. Most WorkSafeBC Occupational Hygiene Officers (OHO's) hold the CIH accreditation

Answer: We are currently looking into this.

Sorry for any inconvenience.

Yours truly
Daianna Panni
Buyer I
City of Richmond