

Name of Housing Provider
Hereinafter called
The Housing Provider

REQUEST FOR PROPOSAL

Number RFP-07-

for

Asbestos Containing Materials Condition
Assessment

ISSUE DATE:

CLOSING LOCATION:

CLOSING DATE AND TIME:

Local time

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SAMPLE

COMMUNICATIONS

Questions related to the intent of the proposed work are to be directed in writing to:

Name of contact person
Title
Telephone
Fax
Email

PURPOSE

The purpose of this Request for Proposal is to seek quotes from interested consultants to undertake an Asbestos Containing Materials Condition Assessments (i.e. Asbestos inventory) for *the Housing Provider*

It is intended that on completion of this work *the Housing Provider* will be in compliance with Ontario Health and Safety Act Regulation 278/05, *Regulation respecting Asbestos on Construction Projects and in Building and Repair Operations*.

SAMPLE

The Housing Provider

REQUEST FOR PROPOSAL

**CONSULTANT SERVICES TO PERFORM ASBESTOS CONTAINING
MATERIAL CONDITION
ASSESSMENT FOR *Address of buildings***

INSTRUCTIONS TO BIDDERS

Sealed Proposals addressed to Name of contact, Title, address, will be received up to and including **Time a.m. Local Time, Day Date, 2007** for the above in accordance with the following.

RECEIPT OF SUBMISSIONS

The Housing Provider will not accept a response to the Proposal by a telegraphic facsimile machine.

Use enclosed self-addressed envelope for returning submission.

NOTE: If not submitting a price, complete the price page with your company information and return by due date and time with a brief explanation why you are unable to bid.

GENERAL

These terms, conditions and specifications are intended to govern the consultant services required to perform an Asbestos Containing Materials Condition Assessment for the stated Properties/Buildings (Appendix A) in accordance with legislative requirements.

CONFIDENTIALITY

The Housing Provider shall make every effort to maintain the confidentiality of each submission. *The Housing Provider* policy is to disclose such information as is required by law. Please note that all submissions are subject to the provisions of the *Municipal Freedom of Information and Privacy Act*. In addition, certain contractual information must be disclosed to the Board and accordingly will become part of the public record. In particular, the names of all bidders and their total contract price will be made public. To safeguard your rights, you must mark each part of your submission that you wish kept confidential (a rubber stamp or watermark to this effect is sufficient). Unless required, *The Housing Provider* will not disclose any information so marked.

CONFLICT OF INTEREST

An employee or board member of *The Housing Provider* shall not have a direct or indirect interest in a company that sells goods or services to *The Housing Provider*.

TIME OPEN FOR ACCEPTANCE

This proposal is irrevocable and is to continue open for acceptance by *The Housing Provider* for a period of sixty (60) calendar days after the date and time set for submission of proposal. *The Housing Provider* may at any time within the above sixty (60) calendar day period accept this proposal whether or not any other proposal has previously been accepted.

WITHDRAWAL

The Housing Provider reserves the right to withdraw, at its discretion, this proposal or any component of this proposal at any time and shall not be liable for any expense, cost, loss or damage incurred or suffered by any bidder as a result of such withdrawal.

REJECTION OF PROPOSALS

The Housing Provider reserves the right to reject any, or any part of, or all proposals and also reserves the right to award a contract to other than the bidder submitting the lowest total acquisition cost.

The Housing Provider will not consider proposals, unless properly completed on the Proposal Submission and Schedules 1 to 5 Proposal furnished by *The Housing Provider* with this request for proposals.

Any proposal presented to the *The Housing Provider* after the designated closing time on the due date will not be considered regardless of the circumstances, which resulted in the late arrival, and regardless of the postal cancellation date that may be imprinted on them.

At the election of *The Housing Provider*, whether or not a bid or bidder otherwise satisfies the requirements of the request for proposal, *The Housing Provider* may reject summarily any bid received from:

- a) a person that is or which has been involved in litigation with *The Housing Provider*, within the five year period immediately preceding the date on which the request for proposal was published;

- b) any person against whom *The Housing Provider*, has made a claim under a bid bond, a performance bond or a warranty bond within the five year period immediately preceding the date on which the request for proposal was published;
- c) any corporation that is an affiliate of or successor to any person or corporation described in clauses (a) or (b);
- d) a person which in the opinion of *The Housing Provider* or its professional advisors, does not possess the experience, or financial, technical, personnel or other resources that may reasonably be expected to be necessary in order to carry out the obligations that the bidder proposes to assume under the terms of its bid;
- e) any person where in the opinion of *The Housing Provider* or its staff, there are reasonable grounds to believe that it would not be in the best interest of *The Housing Provider* to enter into a contract with that person, including (without limiting the foregoing) the conviction of that person, or any person with whom that person is not at arm's length within the meaning of the Income Tax Act (Canada), or an offence,
 - (i) under any taxation statute in Canada,
 - (ii) of moral turpitude, whether in Canada or elsewhere;
 - (iii) under the Environmental Protection Act, or the corresponding legislation of any other province or any member of the European Union or the United States of America, where the circumstances of that conviction evidence a gross disregard of the part of the person for the environmental well-being of the communities in which it carries on business;
 - (iv) relating to product liability or occupational health or safety, whether of Canada or elsewhere, where the circumstances of that conviction evidence a gross disregard on the part of the that person for the health and safety of its workers or customers;
 - (v) under the Securities Act or the corresponding legislation of any other province or any member of the European Union or the United States of America or any state thereof.

DEFINITIONS

The **terms** proponent, bidder, and consultant, are synonymous. The terms successful proponent, successful bidder, and successful consultant, are also intended to be synonymous and are intended to refer to the proponent whose proposal has resulted in its being award a binding contract with *The Housing Provider*.

Owner: Refers to *The Housing Provider*

- Total Acquisition Cost:** shall mean the most cost efficient and effective manner and shall be the sum of all costs, including purchase price, all taxes, warranty, life cycle cost, operating and disposal costs, incurred for determining the lowest acceptable bid meeting the specifications.
- Project:** means the program, design, and development of the asbestos containing materials condition assessment.
- Proponent:** means the respondent to the Request for Proposal.
- Proposal:** means the document submitted in response to this Request for Proposal (RFP).
- Selection Process:** means *The Housing Provider's* process involving stages as described in this document.
- Successful Proponent:** means the firm whose proposal has been selected as the consultant for this project.

PRICE

Prices shall be quoted only on the attached Proposal Submission Form. GST and PST is to be included.

Bids containing changes, erasures, overwriting, whiteouts, crossouts, or strikeouts, which are not initialled by the bidder, or alteration of the original document, will not be accepted by *The Housing Provider*.

VARIATION OF PROPOSAL PRICES

No variation in the unit prices or total price bid will be permitted after a sealed bid has been submitted to the authorized representative, except in the instance of variation due solely to an increase or decrease in the rate of eligible taxes, beyond the control of the Bidder, occurring after the time and date of submission of their bid. An increase or a decrease in the rate of eligible taxes, under these circumstances, shall alter the price of the bid, but only to the extent of the tax increase or decrease.

In the event that a tax increase does occur after the submission of bid, the Bidder must prove to the satisfaction of *The Housing Provider*, that they will not benefit in any way by reason of the increase.

RESPONSE COSTS

All work related to this RFP and materials supplied by bidders and any oral presentations to this RFP, will be without cost to *The Housing Provider*. This proposal call does not commit *The Housing Provider* to award a contract.

PRIVATE OPENING

Official award notification will only be given to the successful bidder(s). After the contract is awarded, the total contract price (if applicable), will be disclosed upon request. Component or unit prices will not be disclosed. Where the award is based on a scoring or similar evaluation, only the total score and total contract price (if applicable) of the successful bidder will be disclosed.

PROPOSAL SUBMISSION

Bidders shall submit:

- Two (2) copies of the proposal, no greater than 15 pages in total, and should include at a minimum, the following:
 1. Proposal Submission Form
 2. Schedule 1 Building Specific Contract Prices
 3. Schedule 2 Schedule of Key Personnel and Per-Diem Rate
 4. Schedule 3 Bidders Experience
 5. Schedule 4 Scope of Work by Bidders
 6. Schedule 5 References
- Limited Company brochures and curricula vitae may be included separately from the above submission requirements.

A review by *the Housing Provider* of the bidder's understanding of *The Housing Provider's* requirements for this assignment and ability to carry out the Scope of Work involved with the execution of the project and the time frames in which it must be completed will be made, including the proposed approach, work plan, activity schedule and resource plan.

The Housing Provider's Proposal Submission Form must be completed in full and be included in the front of the proposal submissions.

OWNERSHIP OF DOCUMENTS

All drawings, specifications, computer disks and documents prepared by the bidder are instruments of service for use in carrying out the project, and are the property of *The Housing Provider*, and the bidder irrevocably assigns to *The Housing Provider* its copyright therein and in the artistic character and design of the work for the purpose of constructing ONE (1) example of the work contemplated, notwithstanding that the services of the bidder under this Agreement have been terminated by *The Housing Provider*, and for the construction, from time to time, of any extension or addition to such work. However, notwithstanding the foregoing, the bidder may retain, for its use and reference, the original tracings and computer disks of all drawings prepared by it. It is further specifically understood and agreed that, where applicable, all reports, plans, documents, or other material prepared by the bidder may be published, printed or otherwise reproduced in whole or in part by *The Housing Provider*.

CLARIFICATION OF CONTRACT DOCUMENTS

Bidders shall carefully examine each document and such other documents incorporated therein by reference. All questions respecting the interpretation of the terms or other queries respecting the work, shall be referred in writing, prior to bid submission, allowing sufficient time for written clarification by addendum.

The submission of such questions or other queries and the failure to answer by the closing date shall not cause the time for the submission of bid to be extended.

AWARD OF PROPOSALS

The Housing Provider will notify the successful bidder(s) by written confirmation within 10 days of submission.

NO GUARANTEE OF VOLUME OF WORK OR OF EXCLUSIVITY OF SERVICES

The Housing Provider makes no guarantee of the value or volume of work to be assigned to the successful proponent. The Agreement executed with successful proponents will not be an exclusive contract for the provision of the described Services or follow-up work.

PURCHASE ORDER

The Purchase Order will constitute a binding contract between *The Housing Provider* and the successful bidder in accordance with the terms and conditions set out in these specifications, their addenda and any other related correspondence.

PROPOSAL EVALUATION CRITERIA & WEIGHTED FACTORS

The following evaluation criteria, outlines the specifications for the proposed contract. The criteria used for assessing this proposal will be as follows:

| EVALUATION CRITERIA | CRITERION WEIGHT |
|---|-------------------------|
| <u>Scope of Services, methodology and project time line</u> <ul style="list-style-type: none">• Completeness of services required to meet the goals and objectives of the project• Sample of previous asbestos audits• Delivery of Services | 25 |
| <u>Cost of Services – the lowest bid would rate the highest score</u> <ul style="list-style-type: none">• Mathematical formula will be applied | 50 |
| <u>Qualifications and experience of the firm/personnel</u> <ul style="list-style-type: none">• Experience on similar projects and scope• Professional certifications/graduation• References of similar jobs undertaken | 25 |
| TOTAL POINTS | 100 |

EVALUATION OF PROPOSALS

All questions must be answered and details must be completed to enable your proposal to be analysed. The criteria for analysing the bids will be based on the quality of service performed and relevant experience.

REVIEW OF PROPOSALS

1. At the close of the proposal call, all eligible proposals will be evaluated by the Tender Evaluation Committee of *The Housing Provider*.
2. *The Housing Provider*, at its sole discretion, may clarify any aspect of this Request for Proposals or any proposal with any proponent at any time. Any such clarification will not alter the proposal and will not constitute negotiation or re-negotiation of the total price of goods or services to be supplied or performed as set out in the proposal at the close of the proposal call.

The Housing Provider's right to clarify includes the right to request additional or missing information. The purpose of such clarifications to enable *The Housing Provider* to determine whether the bidder's proposal complies with the RFP. The right of clarification is within the sole, complete and unfettered discretion of *The Housing Provider* and may or may not be exercised by *The Housing Provider* at any time and in respect to any or all proposals. The right to clarify does not impose upon *The Housing Provider* a requirement to clarify any part of a proposal where the proposal is deficient or otherwise not acceptable in any aspect.

3. Review of its proposal with any proponent shall not oblige *The Housing Provider* to enter into a Contact with such proponent, and shall not constitute an acceptance of any proponent's proposal.
4. All discussions pursuant to paragraph 2 above shall be in writing in a form satisfactory for inclusion in the contract and satisfactory to *The Housing Provider*.
5. The proponent recommended may be required to meet with the Tender Evaluation Committee of *The Housing Provider* to explain detail of the proponent's proposal. Such a meeting will take place at the offices of *The Housing Provider* and transportation to and from the meeting for the proponent's representatives shall be at the expense of the proponent.

EXPERIENCE OPERATION OR OTHER SIMILAR AGREEMENT

Bidder shall state on Schedule 3 the location and duration of three (3) facilities in which it has acted as a successful company in providing a similar service preceding the date of this proposal. Individuals who bid must also state whether he/she is, or is not, the owner of this company.

COMPLY WITH LAWS

The successful bidder shall comply with all applicable statutes, by-laws, regulations, ordinances, notices and orders whether Federal, Provincial, Municipal or otherwise, at any time in effect during the currency of this contract, and all rules and requirements of the Police and Fire departments, or other governmental authorities, and procure all C.S.A. approvals, if required. The successful bidder shall obtain and pay for all necessary permits and licenses, and shall not do or suffer to be done anything in violation of any such laws, ordinances, rules or requirements. If the attention of the successful bidder is called to any such violation the part of the successful bidder, or of any person employed or engaged by the successful bidder, the successful bidder shall immediately desist from and correct such violation.

CONFLICT OF INTEREST

All consulting engineers and/or architects retained by *The Housing Provider* shall disclose to *The Housing Provider*, prior to accepting an assignment, any potential conflict of interest. *The Housing Provider* will refrain from offering the assignment until the matter can be suitably resolved. And further, that if during the assignment, a consulting engineer and/or architect is retained by another client giving rise to a potential conflict of interest, then the consulting engineer and/or architect shall so inform *The Housing Provider*. If a significant conflict of interest is deemed by *The Housing Provider* to exist, then the consulting engineer and/or architect shall refuse the new assignment or shall take such steps as are necessary to remove the conflict of interest.

DISPOSAL OF SUBMISSIONS

All proposals and supporting material submitted in response to this RFP shall become the property of *The Housing Provider*.

OCCUPATIONAL HEALTH AND SAFETY

The bidder warrants that the items supplied to *The Housing Provider* conform in all respects to the standards set forth by Federal and Provincial agencies and failure to comply with this condition will be considered a breach of contract.

The Occupational Health and Safety Act, and Regulations thereunder, as may be amended from time to time, shall govern the operation of these projects. Responsibility for compliance with the Act and Regulations rests exclusively with the consultant and may be subject to the scrutiny of *The Housing Provider*. Regulations are available from the Ministry of Labour offices.

NON-WAIVER

No condoning, excusing or overlooking by *The Housing Provider* of any default, breach or non-observance by the bidder at any time or times in respect of any provision herein contained shall operate as a waiver of *The Housing Provider's* right hereunder in respect of any continuing or subsequent default, breach, and no waiver shall be inferred from or implied by anything done or omitted by *The Housing Provider* save only by express waiver in writing. And the doing of anything by *The Housing Provider* required by this agreement to be done by the bidder shall not relieve the bidder of his continuing obligation to do that thing.

NON-ASSIGNMENT

Neither this contract nor any work to be performed under this contract or any part thereof may be assigned by the consultant without the prior written consent of *The Housing Provider*. Such written consent however shall not under any circumstances relieve the consultant of its liabilities and obligation under this contract and shall be within the sole and unfettered discretion of *The Housing Provider*.

TERMINATION

Any Contract may be terminated by *The Housing Provider* if the successful bidder refuses or fails to comply with any of the terms and conditions of this agreement or with any proper order or request of *The Housing Provider* and such refusal or failure continues for five (5) days after receipt by the successful bidder of notice in writing from *The Housing Provider* setting out the particulars of such refusal or failure. *The Housing Provider* shall have the right, at its sole option, to terminate this agreement forthwith by notice in writing to the successful bidder at the address given by them in the bidding documents and thereupon the rights of the successful bidder shall immediately cease, determine and be at an end, and all monies payable and owing to *The Housing Provider* shall immediately become due and payable and *The Housing Provider* shall not be liable for payment to the successful bidder of any monies whatsoever by reason of such termination.

Where the Agreement is terminated in accordance with the foregoing, *The Housing Provider*, without limiting the generality of the foregoing:

- i) shall be deemed free to enter into an agreement with any other person(s) or firm(s).

VERBAL INSTRUCTION OR SUGGESTION

The Housing Provider will assume no responsibility for verbal instruction or suggestion. All official correspondence in regard to the specifications must be directed to and will be issued by *The Housing Provider* in the form of an Addendum.

STAFF EMPLOYMENT CONDITIONS

All staff employed by the successful bidder must be of good appearance, clean and identifiable as a member of the staff of the successful bidder, and at all times must maintain good conduct with employees of *The Housing Provider* and/or its representatives.

QUALITY AND VALUE

The successful bidder shall provide a good standard of service in accordance with APEO Standards and value to *The Housing Provider* who shall be the sole judge of the adequacy of such service and value, with power to order such changes as *The Housing Provider*, in its discretion, may deem desirable.

RIGHTS CUMULATIVE

All rights and remedies herein given to *The Housing Provider* are distinct, separate and cumulative and shall not be deemed to be in exclusion of any other rights or remedies available to *The Housing Provider* under this agreement or otherwise.

CONTRACTUAL REQUIREMENTS

INDEMNITY

The successful bidder shall indemnify and save harmless *The Housing Provider*, its officials, officers, employees and agents against and from all actions, causes of action, interest, claims, demands, costs damages, expenses including defence costs or loss which *The Housing Provider* may bear, suffer, incur, become liable for or be put to by reason of any damage to property or injury or death to persons by reason of, arising out of or in consequence of breach, violation of non-performance by the successful bidder of any provision of this agreement, or by reason of or arising out of the use of the premises or in connection with the work covered by this contract, or by reason of or arising out of any act, neglect or default or omission by the successful bidder or of any of its agents or employees or any other person or persons, in, on, or about the premises.

And the successful bidder covenants that the indemnity herein contained shall extend to all claims, loss, costs and damages by reason of or arising out of improper or faulty erection or construction of the structures erected or installed in connection with this contract by the successful bidder, its servants or agents, whether or not these have been approved by *The Housing Provider*, its servants or agents. The rights to indemnity contained in this paragraph shall survive any termination of this agreement, anything in this agreement to the contrary notwithstanding.

INSURANCE

In connection with this indemnification by the Consultant, the Consultant agrees to purchase and maintain in force at its expense, including the payment of all deductibles, a policy of **Professional Liability Insurance**, acceptable to *The Housing Provider* in the amount of not less than TWO MILLION DOLLARS (\$2,000,000.00), and to deliver a Certificate of the Policy originally signed by an authorized agent of the insurance company issuing the policy and Certified copy of the Policy to *The Housing Provider* upon the Consultant's execution of this Agreement. It is expressly provided that the Policy is:

- (1) not to be construed as a limit on the liability of the Consultant in the performance by the Consultant of its professional services under this Agreement;
- (2) notwithstanding anything to the contrary contained herein, kept in force and effect for a period of time ending no sooner than One (1) year after completion of the Project;
- (3) to be in a form and with an insurance company acceptable to *The Housing Provider*.

In addition, the Consultant agrees to purchase and maintain in force, at its own expense, including payment of all deductibles, and for the duration of this Agreement, the following policies of insurance, which policies of insurance shall be in a form and with an insurance company acceptable to *The Housing Provider*, each in the amount of TWO MILLION DOLLARS (\$2,000,000.00), with a Certificate of these policies originally signed by an authorized agent of the insurance company issuing the policies and a certified copy of these policies being delivered to *The Housing Provider* upon the Consultant's execution of this Agreement:

- (1) Commercial General Liability (IBC2100) or as amended), with
 - (a) *The Housing Provider* added as an additional insured;
 - (b) Provisions for cross-liability and severability of interest as between the Consultant and *The Housing Provider*;
 - (c) Not less than THIRTY (30) days prior written notice to *The Housing Provider* of any cancellation termination, expiry or amendment of or change or revision to the policy, and

- (2) Standard Automobile Liability of ONE MILLION DOLLARS (\$1,000,000.00).

WORKPLACE SAFETY & INSURANCE BOARD CERTIFICATE

The successful bidder will be required to submit an original Certificate of Good Standing from the Ontario Workplace Safety & Insurance Board on request by *The Housing Provider* and shall provide additional certificates as often as is deemed necessary by *The Housing Provider* during the term of the contract to ensure continued good standing with the Workplace Safety & Insurance Board.

-OR-

The successful bidder shall provide proof to *The Housing Provider* from the Workplace Safety & Insurance Board that the successful bidder does not require Workplace Safety & Insurance Board Insurance. If the successful bidder changes its status with the Workplace Safety & Insurance Board during the term of the contract such that coverage is required, the successful bidder shall immediately provide The Housing Provider with the W.S.I.B. Clearance Certificate.

LICENSES, PERMIT AND APPROVALS

The successful bidder shall, at his/her own expense, be responsible for obtaining, maintaining and keeping available for inspection and copying all, licenses, building and other permits, or approvals, necessary to permit them, their employees or company to carry out the requirements of this agreement.

PERSONS REQUIRING A LICENSE, IF APPLICABLE;

Pursuant to Regional Trade License By-Law R88-136 subject to Section 4, every person engaged, occupied or retained in the regional area to carry out work in each of the trades of building repair, drain repair, electrical, plumbing, heating, air-conditioning or ventilation, shall, before being engaged, occupied or retained in the aforesaid trade, apply for and obtain annually, a license pursuant to this by-law.

SCOPE OF WORK/ASSIGNMENT

1. Review any available specifications, plans, details, reports, etc. to become familiar with the building systems. Chart of Project Addresses, Building Type and Units listed in Appendix "A".
2. Evaluate the existing condition of all asbestos containing materials of the building components. As per Schedule 1 and Appendix "A". If changes are made, Consultant to highlight and provide rationale.

Technical assessments are to be based on non-invasive techniques, however if the consultant believes invasive techniques are required for a proper assessment, the consultant will inform the Owner of same in writing including details and associated costs. However, the consultant must not proceed with any such work without the prior written approval of the Owner.

The consultant will establish times to gain access to the site in co-operation with the Owner's Representative. Technical assessments are to include audits of the interiors of at least ten percent (10%) of the units. The consultant will work with the Owner to select the units. Tenants/members must be given at least 48 hours notice before the units can be entered. The Owner may require additional time to prepare and deliver the notices and this activity must be co-ordinated with the Consultant.

The consultant will produce and retain records of all meetings and interviews.

The consultant shall provide a summary report for each portfolio on the following:

- any asbestos containing materials found
- the taking and testing of samples to verify the asbestos content
- the location(s) of all asbestos containing materials
- the condition of all asbestos containing materials
- recommendations about precautions or remedial work required
- the cost estimate for the removal and/or repair of all asbestos containing materials

The consultant shall submit a draft report for comments and review by the Owner. The consultant shall be required to meet with the Owner after the field work is complete and after the submission of the final report to present their findings

3. The Consultant shall provide training for all *the Housing Provider* Staff to ensure compliance with all applicable codes and in the manner of safe handling all asbestos containing material.

PROJECT OBJECTIVES

The Consulting Firm will undertake a Asbestos containing materials condition assessment of the selected properties listed in Appendix "A", in order to evaluate the location and existing conditions of the Asbestos containing materials.

Proposals are required by *Date* and the successful Consulting Firm will be expected to have completion of their surveys and conditions assessment reports by the **Date**

Portfolio

The Consultant shall furnish all management, labour, transportation and material necessary to inspect and report on the condition of the buildings/properties identified on Appendix "A".

REPORT FORMAT

A report containing as a minimum, the following elements to be submitted:

- Letter of transmittal on company letterhead
- Table of contents
- **Introduction**
 - the purpose of the report; assumptions, assessment techniques, definitions, methodology employed, terms of reference, and scope of work undertaken.
- **Executive Summary**
 - an overview of the major findings recommendations, cost analysis, cash flow projections, citing overall trends with reference to Industry wide standards and practices.
- **Observations and Comments (breakdown per project/building)**
 - review of the various building components and provide observations, comments as to their condition, type of asbestos, projected useful life, deficiencies, etc.
- **Conclusion**
 - a summary of the findings and the recommendations and a sound, feasible plan.

At the Draft Report stage of the exercise, the consultant will be required to submit one (1) hard copy and one electronic copy of the report. For the final completion of the assignment, Two (2) hard copies, and one (1) electronic copy of the final report are required to be submitted. Reports will be in Microsoft Word and/or Excel electronic format and will include any graphs, sketches and pictures (JePg format) or other documentation considered necessary to fully describe and support the observations, conclusions and recommendations.

GENERAL INSTRUCTIONS

The Consulting Firm will provide 2 copies of the final asbestos containing materials condition assessment report to *The Housing Provider* in a good quality binder and one copy in an electronic format. Photographs must be digital in “jpeg” format approximately 60 to 120 kbytes each, with descriptive labels.

All costs to perform these evaluations and develop the report must be included in your total price e.g. parking, equipment, mailing, site meetings, materials, travelling mileage, accommodation and any other expense incurred.

On this project, the Consulting Firm's survey/field observers must have an architectural or engineering, diploma or degree in Building & Construction Sciences with a minimum of 5 years related work experience for each technical discipline being audited.

A principal of the Consulting Firm must review survey results, and submit a signed letter certifying the results.

The Consulting Firm will leave all sites in the condition found prior to them visiting the site. All co-ordination and access to the building will be through the appointed *The Housing Provider* Representative.

APPENDIX A

LOCATIONS & UNIT NUMBERS

| LOCATION | UNIT NUMBERS | TYPE OF UNITS |
|----------|--------------|---------------|
| | | |

| LOCATION | UNIT NUMBERS | TYPE OF UNITS |
|----------|--------------|---------------|
| | | |

SAMPLE

The Housing Provider
RFP #

PROPOSAL SUBMISSION FORM

We the undersigned, herewith agree to provide consulting services to perform an Asbestos Containing Materials Condition Assessment in accordance with specifications stated in this request for proposal, at the following price(s).

We acknowledge that we have received addenda numbered _____ to _____ inclusive, and the prices quoted include provisions set out in such addenda. NOTE: Your bid will be rejected in its entirety if the addenda, if any, are not acknowledged and provided for in the prices submitted.

TOTAL CONTRACT PRICE
(including all labour, incidentals, materials, transportation and G.S.T.) \$ _____

Please indicate the amount of GST included in above price. (\$ _____)

Company Name

Address

City

Prov.

Postal Code

Authorized Signature

Please Print Name

(_____) _____
Telephone Number

Date

(_____) _____
Fax Number

e-mail address

SCHEDULE 1

RFP #

BUILDING SPECIFIC CONTRACT PRICES

Use this form to list specific units and buildings

\$ _____

\$ _____

TOTAL

\$

Totals

Sub Total

\$

6% GST

\$

Amount to be entered onto Proposal Submission Form

Total

\$

SCHEDULE 2

RFP-07- SCHEDULE OF KEY PERSONNEL AND PER-DIEM RATE

GENERAL INSTRUCTIONS

Should the space provided in the following table be insufficient for the bidder's requirements, the bidder shall attach additional sheets as required.

KEY PERSONNEL

The bidder will provide the qualifications, experience and per diem rate of their key personnel that would form the team for the completion this contract beginning with the Project Manager and giving the following information:

| Name | Position | Qualification, Experience & Certification Number | Health & Safety Training | Per-Diem Rate |
|-------------|-----------------|---|-------------------------------------|----------------------|
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SCHEDULE 3

RFP -07- BIDDERS EXPERIENCE

BIDDERS EXPERIENCE IN SIMILAR WORK WITHIN THE LAST 5 YEARS

Bidders will provide a summary of experience on similar contracts successfully completed, giving the following information:

| Contract | Year | Owner/Contact | Approx. Value |
|-----------------|-------------|----------------------|----------------------|
| | | | |
| | | | |
| | | | |

SAMPLE

SCHEDULE 5

RFP#

Reference Submission Form

SUBMITTED BY

Firm Name: _____

Address: _____ City: _____ Postal Code _____

Phone No: _____ Fax No: _____ Cell: _____

PROVIDE REFERENCES THAT ARE EQUIVALENT TO THE WORK SPECIFIED IN THIS TENDER
(REFERENCES MUST BE RETURNED WITH TENDER SUBMISSION FORM)

REFERENCE NO. 1

Project Title and Location: _____

Description of Work: _____

Contact Person: _____

Phone No: _____

Consultant: _____

Phone No: _____

Project Value: _____

Date Completed: _____

REFERENCE NO. 2

Project Title and Location: _____

Description of Work: _____

Contact Person: _____

Phone No: _____

Consultant: _____

Phone No: _____

Project Value: _____

Date Completed: _____

REFERENCE NO. 3

Project Title and Location: _____

Description of Work: _____

Contact Person: _____

Phone No: _____

Consultant: _____

Phone No: _____

Project Value: _____

Date Completed: _____

I declare that the information provided is true and correct to the best of my knowledge.

Signature & Title _____

Date: _____