



**Asbestos Materials Assessment
Request for Proposal**

**Competition #FS-2019-01
April 4, 2019**



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Appendix A List of City-Owned Facilities

1.0 Introduction

The City of Weyburn (“the City”) is requesting proposals from qualified asbestos abatement or hazardous substance identification Consultants, to conduct a complete asbestos materials assessment throughout various City of Weyburn owned facilities. The intent is to locate and identify specified asbestos materials, evaluate placement, report considerations and develop a corrective action plan for long term planning.

Background

The City of Weyburn is located approximately 100 kilometres southeast of Regina, Saskatchewan. Three provincial highways pass through the City of Weyburn (Highway 13, Highway 35, and Highway 39). Over 10,500 residents call Weyburn their home. Weyburn’s intermediate trading area services 50,000 people from nearby communities, villages and towns. Our main economic base is comprised of agricultural service and shipping, oilfield exploration, manufacturing and processing, and business and industry services.

2.0 Scope of Services and Requirements

2.1 Scope of Work – Asbestos Identification Plan

The City of Weyburn recognizes that a number of facilities may contain asbestos due to the construction materials used in the years they were built. In order to protect staff, contractors and visitors to these facilities, a comprehensive inspection, identification and maintenance program is required. The purpose of this RFP is to establish a procedure, documenting and identifying City-owned structures which may be classified as Asbestos Containing Material (ACM).

Requirement is to ensure that staff, contractors and visitors are not exposed to airborne asbestos fibers in City facilities. The City is committed to comply with Saskatchewan Employment Act and Part XXIII of the current Occupational Health and Safety Regulations.

Per Occupational Health and Safety Regulations, Regulation 330 (b.1), “asbestos containing material” refers to:

- a. Vermiculite determined to contain any asbestos when tested according to an approved method; or
- b. any material, other than vermiculite, that when tested according to an approved method is determined to contain:
 - i. A proportion of asbestos greater than 0.5%, if the material is friable; or
 - ii. A proportion of asbestos greater than 1.0%, if the material is non-friable;

Identification of asbestos-containing materials (ACM) 334(1):

Subject to subsection (3), an employer, contractor or owner shall identify and keep a written record of the following materials that the employer, contractor or owner knows or may reasonably be expected to know are present in a place of employment and with which workers may come into contact:

- a. Asbestos-containing material;
- b. Subject to subsection (2), any material likely to contain asbestos.

2.2 Scope of Work – General

Throughout this project, the following are expected undertakings - bidders are encouraged to provide estimates for proposed alternatives or added services that will be beneficial to the project.

- Throughout the project, the successful consultant will work closely with the Safety Officer (Primary Contact) and Director of Leisure Services, along with other staff or representatives, as needed.
- Arrange and attend regular meetings with staff, including:
 - Initial start-up meeting
 - Print and distribute materials for meetings or events as necessary
 - Record and distribute minutes / notes of each meeting
- Review relevant City of Weyburn bylaws, plans and other documents

2.3 Summary of Deliverables

It is expected that works to be completed comply with Part XXIII Asbestos of the current Occupational Health and Safety Regulations:

- A written record of each City owned building is provided, see appendix A. A report is required to complete information on Appendix A, including accessibility for each asbestos-containing material or each type of asbestos-containing material found.
- A complete report of analysis sampling.
- Risk assessment of all ACM found.
- Require identification of all ACM found in facilities.

3.0 Project Schedule

Project is to be completed as soon as reasonably possible, with all documents being finalized and submitted to the City of Weyburn by no later than December 31, 2019.

4.0 Third Party Agreement

The Third Party agrees to indemnify and save harmless Canada, Saskatchewan, the Recipient, their officers, servants, employees or agents from and against claims, demands, loss, expenditures, damages, actions, suits, or other proceedings by whomsoever brought or prosecuted in any manner based upon, or occasioned by any injury to persons, damage to or loss or destruction of property, economic loss of infringement of rights caused by or arising directly or indirectly from:

- This contract;
- The performance of a contract or the breach of any term or condition of it by the Third Party, its officers, servants, employees or agents; or
- Any omission or other willful or negligent act of the Third Party, their respective officers, servants, employees or agents.

The Third Party agrees that nothing in this Contract is to be construed as authorizing the Third Party to contract for or to incur any obligation on behalf of Canada, Saskatchewan or the Recipient or to act as agent for them.

5.0 Conflict of Interest

Consultants shall avoid all conflicts of interest and respect its relationship with the City by maintaining confidentiality of materials deemed confidential by law. The Consultant specifically agrees to the following:

- a. The Consultant covenants that it presently has no interest, and shall not have any interest, direct or indirect, which would conflict in any manner with the performance of services required under this RFP. Without limitation, the Consultant represents to and agrees with the City that no conflict of interest is created between providing the City services hereunder and any interest Consultant may have with respect to any other person or entity which has any interest adverse or potentially adverse to the City.
- b. All reports, analysis, maps, diagrams or any documents prepared or assisted in the preparation of or by the Consultant are also considered the work product of the City and shall not be communicated to any person except as specifically authorized in writing signed by the City.

6.0 Response Requirements

Proponents are requested to submit one (1) original and an electronic copy of their proposal. Proponents should also label the Proposal envelope with the RFP Title, the Proponent's name and address, and the RFP# (FS-2019-01). **Submissions must contain the following information:**

- a. A statement of project understanding or review of the scope of work.
- b. A schedule for project delivery.

- c. A listing of project staff, including contact information for relevant individuals.
- d. A description of previous experience on related projects would be considered an asset.

7.0 Rejection of Proposal Elements

All responses to the RFP become the property of the City. The RFP does not commit the City to award a contract or to pay any cost incurred in the preparation of the proposal. This project is subject to budget constraints. The City reserves the unqualified right to increase or decrease project scope; modify, suspend, or terminate at its sole discretion any and all aspects of the RFP and/or RFP process, to reject any or all proposals, whether or not minimum qualifications are met, and to modify, postpone, or cancel the RFP without liability, obligation, or commitment to any party, firm, or organization. In addition, the City reserves the right to waive any defects as to form or content of the RFP or any responses by any Contractor teams and to request and obtain additional information from any candidate submitting a proposal. Furthermore, a proposal risks being rejected for any of the following reasons:

- a. Proposal received after designated time and date.
- b. Proposal received at other than the designated location.
- c. Proposal not containing the required elements, exhibits, nor organized in the required format.
- d. Proposal contains excess or extraneous material not called for in the RFP.
- e. Proposal considered not fully responsive to this RFP.

8.0 Evaluation Process

Selection of a successful proposal will be based upon the following selection criteria:

- Understanding of the project and ability to provide the services required (30%).
- Schedule for project delivery (10%).
- Cost (60%).

The City may ask questions of a clarifying nature from bidders, as required.

9.0 Selection Process

The completion of this evaluation process will result in the Consultants being numerically ranked base on the evaluation process. The Consultant ranked first will be recommended to Council for project award by the City Manager. Following Council approval, the Consultant will be invited to participate in contract negotiations. The City may require the Consultant submit additional information or other revisions to the Contractor's qualifications as may result from negotiations. Negotiations may include requests by the City for improved pricing or performance terms from the Consultant. Should the City and the first ranked Consultant not be able to reach an agreement as to the contract terms within a reasonable timeframe, the City may terminate the negotiations and begin negotiations with the Consultant that is next in line.

The contract amount (including reimbursements) shall be a not-to-exceed amount, to be established based upon a mutually agreeable Scope of Services and fee schedule.

Once a final award is made, all RFP responses, except financial and proprietary information, become a matter of public record and shall be regarded by the City as public records. To withhold financial and proprietary information, please label each page as "confidential" or "proprietary". Although a document may be labeled "confidential" or "proprietary", information is still subject to disclosure under The Cities Act, and is, at the City's discretion, based on the potential impact of the public's interests whether or not to disclose "confidential" or "proprietary" information. The City shall not in any way be liable or responsible for the disclosure of any such records or portions thereof if the disclosure is made pursuant to a request under the Cities Act.

Upon successful completion of the negotiations, City Administration will award the contract to the selected Consultant. Upon award the City will issue a Notice To Proceed (NTP). The selected Consultant will be required to enter into a contract agreement.

10.0 Submission

To receive consideration, response to the RFP must be submitted, no later than 2:00 PM, Monday, May 13, 2019. Any Proposal received at the designated location after the required time and date specified for receipt shall not be considered.

Questions regarding the RFP should be directed to:
Safety Coordinator Stacey Szczecinski, by phone (306-848-3235) or e-mail (sszczecinski@weyburn.ca)
Questions must be received by phone or e-mail by Monday, May 6, 2019 at 3:00 PM.

11.0 Key Dates

Activity	Date
Questions Submission Deadline	2:00 PM on May 06, 2019
Proposal Submission Deadline	2:00 PM on May 13, 2019
Estimated Award of Contract Date	May 27, 2019 Council Meeting
Required Project Completion Date	December 31, 2019

12.0 City Representative

Direct all proposal submissions to the following City Representative:

Mathew Warren
City of Weyburn
157 – 3rd Street NE
Weyburn, SK
S4H 2K6

P: (306) 848-3212

Electronic Submissions to rfp@weyburn.ca

City of Weyburn

Legend:

<p>Construction: FR – Fire Resistive NC – Non-Combustible structure with Steel Deck I or II Roof M – Masonry, Wood Floor BV – Brick Veneer F – Frame (Wood) MX – Mixed Construction UK – Unknown</p>	<p>Protection: SL – Sprinklered, Local Alarm SC – Sprinklered – Central Alarm BL – Burglary Alarm - Local BC – Burglary Alarm, Central SBL – Sprinklered & Burglary Alarm - Local SBC – Sprinklered & Burglary Alarm, Central NN – None UK – Unknown</p>
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Loc #	Location Name & Address	Characteristic Details: Type of Roof, Heat, Frame & Exterior	Year Built	Size (sq. ft.)	Protection Code	Assesibility	Occupancy Code	ACM Y/N	Notes
1	Bldg #1 - Former City Workshop - Blk X, Plan 95R45950, 55 - 16th Street NE	Mixed construction, FR	1915	23,000	NN		SB, X - Work Shop		
	Bldg #2 - Equipment and Material Storage Building - Blk X, Plan 95R45950, 55 - 16th Street NE	MX, Steel Frame, NC	1986	5388	NN		SB		
	Bldg #4 - Salt/Sand Storage Shed - Blk X, Plan 95R45950, 55 - 16th Street NE	MX, Post and beam, NC Clad	1988	384	NN		SB		
	Bldg #5 - Water Dispensary Pump House - Blk X, Plan 95R45950, 55-16th Street NE	Wood Frame, electric heat	UK	80	NN		P		
2	Bldg #4 - EcoCentre for Oil Recycling 22nd Ave SE Weyburn, SK	NC	1988	240	NN		SB		
3	Sewage Lagoon Pump Station NW 10-8-14 W 2nd, 3/4 Miles South of Weyburn	NC	1954	200	NN				
5	Lift Station # 2 Parcel 1A, Plan AG4899, Hill Ave & Water Street	Concrete manhole in street	UK	UK	NN		L		
6	Lift Station #4 Parcel G, Plan M4926, 1st Ave SW and Brownlee Street	Concrete manhole in street	1970	UK	NN		L		
7	Sewage Lift Station #3 Plan 69R34885, North Side of 1st Ave NW by Souris Valley Hospital Entrance	NC, Natural gas heat	1964	250	NN		L		
8	Old No. 2 Well (Gallery Well) SW 29-8-14 W2nd, Queen Street								
9	Reservoir #2 and Pumhouse Blk B, Plan 81R43797, 1st Ave NW	NC, electric heat	1946	450	NN		P, W		
10	Water Treatment Plant and Reservoir #1, Lot #1, Block 2, Plan 70R25206, 60 16th Street	NC, boiler system	1957 / 1987	12000	NN, Security Cameras		O, X - Water Plant	Y	Asbestos known to be present, interior block wall. Report available
11	New Intake Pump House #2, NE-24-7-14 W 2nd, 8 Miles Southeast of Weyburn	NC, electric heat	1987	1000	NN		P		
12	Bldg #1 - Sewage Lift Station #5, Parcel G, Plan 78R24935, Hamilton Street and 5th Ave NE	Concrete manhole in street	UK	UK	NN		L		
	Bldg #2 - Chemical Storage Shed, Parcel G, Plan 78R24935, Hamilton Street and 5th Ave NE	BLDG DOES NOT EXIST							SHOULD BE NO VALUE
13	Police Station, Lot 8-10, Block 24, Plan 57087, 400 Coteau Ave	MX, FS, Boiler heat	1985	6000	NN - video		O, X - jail cells, garage		
14	Arena and Colosseum Lot 1-6 and 15-18, Blk 104, Plan AL2009, 327 Mergens Street	MX, FS - Natural Gas heat	1967/2000	69,100	SL		O, S, R		
15	Bldg #1 - Leisure Centre (Swimming Pool) and Museum, Block E, Plan FZ-4842, 532-5th Street NE	MX, FS - boiler heat	1966	6000	NN		O, SW		
	Bldg #2 - "Silver Seals" Swim Team Shed, Block E, Plan FZ-4842, 532-5th Street NE	Wood Frame	1974	480	NN		SB		
	Bldg #4 - Equipment Storage Shed, Block E, Plan FZ-4842, 532-5th Street NE	Wood Frame	1974	480	NN		SB		
16	Bldg #2 - East Washrooms and Eqpt Storage, Public Reserve R1 and R2, Plans 68R15055 and 77R51120 (Jubilee Park), 5th Street NE	MX, FR	1978	1100	NN		SB, X- Washroom		
	Bldg #3 - West Washrooms and Change House, Public Reserve R1 and R2, Plans 68R15055 and 77R51120 (Jubilee Park), 5th Street NE	MX, FR	1969	800	NN		SB, X - Washroom		
17	Signal Hills Arts Centre, Block A, Plan FZ4755, LSD11, NW 16-8-14 W 2nd, 424 10th Ave SE	NC, MX	1912	17,000	SL		O, X - Assembly Use	Y	This building has had some asbestos abatement - will not be used by the public in 2 yrs

Loc #	Location Name & Address	Characteristic Details: Type of Roof, Heat, Frame & Exterior	Year Built	Size (sq. ft.)	Protection Code	Assesibility	Occupancy Code	ACM Y/N	Notes
19	Clark Park Baseball Dugouts (x4) and Lightning Standards, Lot 1-12, Block 62, Plan AT3788 (Clark Park), 3rd Ave SW	NC	UK	400	NN		S		
21	Bldg #1 - Murray McFadden Bldg, NE 20-8-14 W 2nd (Exhibition Grounds), Prairie Ave W	MX	UK	5800	NN		X - agricultural building, SB		
	Bldg #2 - East Washrooms, NE 20-8-14 W 2nd (Exhibition Grounds), Prairie Ave W	MX	UK	600	NN		X - Washrooms		
	Bldg #3 - West Washrooms, NE 20-8-14 W 2nd (Exhibition Grounds), Prairie Ave W	MX	UK	2000	NN		X - Washrooms		
	Bldg #4 - Portable Bleachers (x12), NE 20-8-14 W 2nd (Exhibition Grounds), Prairie Ave W	MX	UK	1200	NN		G		
	Bldg #5 - Curling Rink and Agricultural Society Office, NE 20-8-14 W 2nd (Exhibition Grounds), Prairie Ave W	MX, FS - Natural Gas heat	1962	18000	NN		O, X - curling rink and assembly use		
23	Bldg #1 - Museum, Portion of Blk E, Plan 60R27571, 411 Industrial Dr	Wood Frame, Mixed	1910	3,000	NN		O, X - Museum		
24	Bldg #1 - Large Storage Bldg, NE 30-8-14 W 2nd (City Farm), North End of Queen Street	UK, Metal Clad	1988	1400	NN		SB		
	Bldg #2 - East Storage Shed, NE 30-8-14 W 2nd (City Farm), North End of Queen Street	UK	UK	UK	NN		SB		
	Bldg #3 - West Storage Shed, NE 30-8-14 W 2nd (City Farm), North End of Queen Street	UK	UK	UK	NN		SB		
	Bldg #5 Riding Club Barn, NE 30-8-14 W 2nd (City Farm), North End of Queen Street	UK	Pre 1980	6000	UN		O, SB		
	Bldg #6 Steel Granaries (x5), NE 30-8-14 W 2nd (City Farm), North End of Queen Street	NC	UK	UK	NN		SB		
25	Non-Directional Beacon Bldg SW 35-8-14 2nd (Airport), 1 1/2 Miles NE	F	1989	64	NN		A		
26	Bldg #1 - Cemetary Equipment Storage and Maintenance Bldg, Block A, Plan FR2877 (City Cemetary), Government Road S	NC, MX	1987	960	NN		SB		
	Bldg #2 - Cemetary Storage Bldg, Block A, Plan FR2877 (City Cemetary), Government Road S	NC, MX	1976	576	NN		SB		
	Bldg #3 - Steel Granaries (x6), Block A, Plan FR2877 (City Cemetary), Government Road S	NC	UK	UK	NN		SB		
27	Bldg #1 - T.C. Douglas Calvary Centre, LSD 11, NW 16-8-14 W 2nd, 400 10th Ave SE	F	1906	2000	NN		X - Assembly, Performing Arts Centre		
	Bldg #2 - Water Tower, LSD 11, NW 16-8-14 W 2nd, 400 10th Ave SE	MX, F	1909	UK	NN		X - Water Tower		
29	City Hall, Lot 11-16, Blk 11, Plan 31899, 157 3rd Street NE	FR, NC, MX - boiler heat	1957	26000	NN, Security Cameras		O, H		
30	Bldg #1 - Wooden Poles (8) and Light Fixtures, NE 20-20-8-14 (Laing Park), 1st Ave NW	N/A			NN				
	Bldg #2 - Bleachers, Press Box and Electrical Panel Room, NE 20-20-8-14 (Laing Park), 1st Ave NW	Wood Frame	UK	1000	NN		S		
	Bldg #3 - Concession Bldg, NE 20-20-8-14 (Laing Park), 1st Ave NW	Wood Frame	UK	120	NN		S		
	Bldg #5 - Portable Bleachers (x3), NE 20-20-8-14 (Laing Park), 1st Ave NW	Wood Frame	UK	200	NN		S		
	Bldg #6 West Diamond Dugouts (x2), NE 20-20-8-14 (Laing Park), 1st Ave NW	NC	1988	200	NN		S		

Loc #	Location Name & Address	Characteristic Details: Type of Roof, Heat, Frame & Exterior	Year Built	Size (sq. ft.)	Protection Code	Assesibility	Occupancy Code	ACM Y/N	Notes
	Bldg #7 - East Diamond Dugouts (x2), NE 20 20-8-14 (Laing Park), 1st Ave NW	NC	1988	200	NN		S		
31	Steel Granaries (X4), NE 28-8-14 W2nd, 1/2 Mile North on 16th Street	NC	UK	UK	NN		X - Grainery		
32	Sewage Lift Station #6, Parcel D, Plan 98SE45429 Grace Street	Concrete manhole in street	UK	UK	NN		L		
34	Bldg #1 - Sask Power Office, Blk V, Plan No.101900045 of Surface Parcel # 161770350 Souris Valley Grounds	MX, FS	UK	8,000	NN		O, M		
	Bldg #2 - South Country Health Region Storage Bldg, Blk V, Plan No.101900045 of Surface Parcel # 161770350 Souris Valley Grounds	MX, FS	UK	6000	NN		SB		
	Bldg #3 - South Country Health Region Office and Storage, Blk V, Plan No.101900045 of Surface Parcel # 161770350 Souris Valley Grounds	MX, FS	UK	8800	NN		O, SB		
	Library, Lot 17, Blk32, Plan D2537, 45 Bison Ave		1963						
Total Building / Contents Limit									