



**CITY BUILDINGS ASBESTOS ASSESSMENT AND INVENTORY**

**REQUEST FOR PROPOSAL 2026-RFP**

**February 13, 2026**

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## Schedule A – Introduction - Request for Proposal

### Outline of Work

#### Introduction

The City of Terrace is inviting proposals from qualified and experienced consultants to provide asbestos identification, sampling, analysis, and reporting services for all City-owned buildings.

The intent of this RFP is to obtain every City building, prepared in a manner that has been reviewed and accepted by WorkSafe BC as meeting all requirements outlined in Part 6.6 and Section 20.112 of the Occupational Health and Safety Regulation (OHSR) with respect to the Owner's duties for asbestos identification and record keeping.

### The City of Terrace

The City will periodically engage in the Proposal process to secure the most competitive pricing from qualified suppliers by utilizing BC Bid and various other online platforms. Each bid will include specific instructions pertaining to the RFP.

### City Contact

The City's designated contact for this project is **James Seib**, who can be reached at [jseib@terrace.ca](mailto:jseib@terrace.ca). James will be responsible for responding to all inquiries during the bidding process and will serve as the primary liaison overseeing the contractor's performance to ensure the work is carried out in accordance with the contract once awarded. Bidders should request the building drawings from James Seib at the email address above to submit a complete and conclusive proposal.

**Submissions:** Deadline Friday, February 27, 2026 at 2pm

**Proposals are to be submitted via email to [bids@terrace.ca](mailto:bids@terrace.ca) clearly indicating "Proposal for City Buildings Asbestos Assessment and Inventory" Attention: Procurement Manager**

## Schedule B – Scope of Work

The successful Proponent will be responsible for **testing all City-owned buildings identified by the City** and providing a **stand-alone, conclusive asbestos report for each building**.

### Background

The City owns and operates a portfolio of buildings that may include administrative offices, recreational facilities, libraries, public works facilities, and utility buildings. Many of these buildings were constructed prior to 1990 and may contain asbestos-containing materials (ACMs).

The City requires comprehensive asbestos identification to ensure:

- Compliance with WorkSafeBC regulations
- Protection of workers, contractors, and occupants
- Accurate long-term asbestos records
- Informed planning for maintenance, renovation, and demolition activities

### Asbestos Surveys

Services shall include, but are not limited to:

#### Sampling and Analysis

- Sampling performed by qualified personnel in accordance with applicable standards

### Reporting Requirements

Each building shall have its own **complete and conclusive asbestos report**. All reports must:

- Comply with **WorkSafeBC OHS Regulation Part 6.6 (Asbestos)**
- Meet **Section 20.112 – Owner’s Duties** for asbestos identification and record keeping
- Identify ACM locations, types, quantities, and conditions
- Include risk assessments and material condition ratings
- Be suitable for review and acceptance by WorkSafeBC

Reports must be prepared in a format that is **acceptable to WorkSafeBC** and suitable for inclusion in the City’s permanent asbestos records.

### Deliverables

- One complete asbestos report per building (digital and/or hard copy)
- Summary tables identifying ACMs and Annotated drawings or floor plans indicating ACM locations, where available

## **Proponent Qualifications**

Proposals must include:

- Company profile and relevant experience
- Qualifications and certifications of key personnel
- Experience conducting asbestos surveys for municipalities or large building portfolios
- Sample asbestos reports demonstrating regulatory compliance

## Schedule C – Bidders Instructions and Evaluation

- a. The initial phase of the bid evaluation process will involve an assessment of the mandatory requirements listed below to ensure compliance and accuracy, with bidders being rated on a pass or fail basis.
  - A completed Appendix “1” - Submission Form and price form
  - A completed Appendix “2” – At least 2 strong references
- b. In the second and final stage of the evaluation, the Bids will be evaluated according to the overall Bid Price for the Work, with adjustments made as needed to rectify any mathematical errors. The Total Bid Price will be determined by using the formula provided below.

	<b>Evaluation Matrix</b>	<b>Weighting</b>	<b>Score</b>
a.	Sample report	25%	
b.	References	15%	
c.	Price, including costs to be incurred by the Owner	60%	
	<b>Total</b>	<b>100%</b>	

### Notes on Evaluation Criteria

- a. “Sample Report” The sample report will be evaluated to assess the proponent’s relevant experience and the appropriateness, clarity, and rigor of the methodology used, including data collection, analysis, and reporting approach.
- b. “References” the City will reach out to the proponents references to acquire to confirm related past performance work that they have done.
- c. “Price” refers to the overall amount to be paid by the Owner for the performance of the Contract, including all costs that will be incurred by the Owner and risks to be assumed by the Owner

Proposals **must include detailed pricing** for the required services.

### **Cost Breakdown**

- A **separate cost for asbestos testing and reporting for each individual building**
- Identification of any assumptions (e.g., number of samples per building)
- Hourly rates for any additional or unforeseen services, if applicable

## Schedule D – Timeline

The project is expected to be completed with the following key milestones:

1. RFP Open	February 13, 2026
2. Deadline for Enquiries by Proponents	February 24, 2026 at 4 pm PST
3. RFP Close	March 3, 2026 at 2 pm PST
4. Award/Authorization to Proceed	Sooner or by March 16, 2026
5. On-Site Assessments	prior to May 20, 2026
6. Submit Draft Report, Including Cost Estimates	June 15, 2026
7. Submission of Final Report	July 15, 2026

## Schedule E – Definitions

Throughout this Request for Proposal the following definitions apply:

1. “City” means the municipal corporation, generally known as the City of Terrace in British Columbia, Canada.
2. “Contract” means the agreement formed between the City and the Proponent as resulting from this Request for Proposal, executed by the City and the Proponent.
3. “Proponent” means an individual partnership, corporation or combination thereof, including joint ventures or a company that submits, or intends to submit, a Proposal in response to this Request for Proposal.
4. “Proposal” means a proposal submitted by a Proponent in response to this Request For Proposal.
5. “Requirements” means all of the specifications, requirements and services set out in the RFP that describes the general requirements that the goods, materials, equipment and services must meet, and the selected Proponent must provide.
6. “RFP” or “Request for Proposals” means this request for proposals, inclusive of all appendices and any addenda that may be issued by the City.

The lowest priced proposal may not necessarily be accepted.

## Schedule F – Terms and Conditions

1. Contractors must submit a Bid that complies with the instructions provided as a “Checklist for Bidders” found attached to this RFP document.
2. By submitted a bid in response to this RFP, the bidder is deemed to have agreed to the terms and conditions of the Service Agreement and Specifications outlined, by the City.
3. Only complete RFPs received through BC Bid before the closing time will be considered to have been received on time. Hard copies will not be considered or evaluated.
4. RFPs will remain valid for 45 days from the closing date of this RFP, despite anything to the contrary of the RFP.
5. This RFP does not commit the City of Terrace, in any way to select a preferred Contractor. The City of Terrace reserves the right in its sole discretion to cancel this RFP, up until award, for any reason whatsoever.
6. Lowest or any RFPs will not necessarily be accepted.
7. Contractors must apply with all applicable laws.
8. Contractors are solely responsible for their own expenses, if any, in preparing and submitted a Bid, and if successful, in finalizing a contract.
9. Bids must be submitted in English as the working language of the City of Terrace is English.
10. If a key resource is named in a Bid, the Contractor represents and warrants that the key resource named meets all the requirements set out in this RFP.
11. Once an award is made, the successful Contractor will be held to its Bid as of the closing date of the RFP even if the Contractor later alleges a mistake was made in the bid process.
12. If a Contractor discovers that it has made error in its Bid, the Contractor may forward a correction notice to the City of Terrace or withdraw its Bid. The correction or withdrawal of the Bid must be received before the closing date and time of the RFP.
13. Before any award is made, if it appears that an error has been made in a Bid, the City may, in its sole discretion, communicate with the Contractor to ascertain if it wishes to honour the Bid or permission to withdraw the Bid. If the Contractor is permitted to withdraw its Bid, the Contractor will not be considered further.

14. The City reserves the right to award this order in part or in full, based on Bids received unless the Contractor specifies that its Bid is valid only for the complete order.
15. The City will not be obligated in any manner to any bidder whatsoever until an agreement has been executed and delivered by both the City and the successful Contractor.
16. Neither acceptance of a Bid nor execution of Service Agreement will constitute approval of any activity or development contemplated in any RFP that requires any approval, permit, license or other statutory authority pursuant to any federal, provincial, or municipal statute, regulation or bylaw.
17. All inquiries related to this RFP are to be directed to the City, to the contact person noted on the front cover page of this RFP. Information from any other source is not official and may be inaccurate. Inquiries and responses may be posted on the BC Bid website ([www.bcbid.ca](http://www.bcbid.ca)) or distributed to all bidders, at the City's option.
18. All documents submitted to the City are subject to the disclosure provisions of the Freedom of Information and Protection of Privacy Act.
19. While the City of Terrace has used considerable efforts to ensure an accurate representation of information in this RFP, all bidders are urged to conduct their own investigations into the material facts and specifications. The City will not be held liable or accountable for any error or omission in any part of this RFP.
20. All bids received will be evaluated considering one Contractor for overall bid price and compliance.
21. Changes and Extra Work: In circumstances where a modification to the Work leads to an escalation in the Contract Price, it is imperative that the additional expenses receive prior approval from the City before the delivery of goods and services commences.

Appendix 1 – Submission Form

**FORM OF IRREVOCABLE OFFER**

The name of the individual who possesses the authority to commit the bidder and has the legal capacity to sign the contract is referred to as the Signatory. While the Main contact person is directly responsible for the delivery and of the Proposal. Complete the form below:

Full Legal Name of Bidder/Company	
Street Address	
Province	
Postal Code	
Company Phone number	
Name of Signatory and Title	
Signatory Telephone Number	
Signatory Email	
Main Contact Person for this RFP	
Main Cell number	
Main Email	

**Price Form**

Complete and submit this Price Form, clearly identifying the price(s) proposed for the Services in Schedule B, according to the specifications. These quantities vary each year, and the figures below are estimates.

**Project: RFP# Building Asbestos Assessment**

Having carefully examined the Proposal documentation (instructions, general conditions, specifications, appendices, and subsequent written addenda) and having become familiar with all conditions that affect the execution of the work, the undersigned agrees to this RFP for the Utility modeling.

<b>Facility &amp; Address</b>	<b>Size Sq ft</b>	<b>Year Built</b>	<b>Estimated Samples Qty</b>	<b>Cost Per Building Price</b>
Aquatic Centre 4540 Park Ave	42,000	1963		\$
Arena 3320 Kalum St	47,000	1973		\$
Bowling Alley MB 4807 & 4811Lazelle Ave	6,600	1956		\$
Christy Park Washrooms SB 3815 Sparks St	1,950	1995		\$
City Hall 3215 Eby St	10,680	1964		\$
City House SB 4542 Park Ave	1,200	1961		\$
Ferry Island 4301 Hwy 16 W	750	2005		\$
Frank St Well & Pumphouse 3201 Frank Street	987			\$
George Little House 3100 Kalum St	1,375	1914		\$
Kwinitsa House 4805 Hwy 16 W	1,400	1950		\$
Park Ave Pumping Station 4420 Park Avenue	205			\$
Public Works 5003 Graham Ave	20,830	1981		\$
RCMP Building 3205 Eby St	12,000	1985		\$
River Pump House - Little Island 2090 Kalum St	1,015			\$
Sewer Treatment Plant 5123 Graham Ave	2,759	multiple		\$
Terrace Public Library 4610 Park Ave	11,690	1967		\$
Visitor Information Centre 4511 Keith Ave	1,507	1950		\$
Wilson Pumphouse 4729 Wilson Ave	570			\$
			<b>Total</b>	<b>\$</b>

Hourly rates for any additional work is: \_\_\_\_\_

The above price is based on the following:

- a. The latest addenda received is number \_\_\_\_\_
- b. Price will be firm for 45 days from the submission deadline of the RFP.
- c. Price includes all labour, supervision, tools, equipment, and materials.
- d. All disbursements to be charged at cost plus 10%

Proponent	
Authorized Name & Signature	
Witnessed By	
Date	
Address	

Appendix 2 – References

Reference Projects		Description of Projects
Project Name:		
Contact Name		
Email		
Total Price of Project		
Date Completed		
Project Name:		
Contact Name		
Email		
Total Price of Project		
Date Completed		
Project Name:		
Contact Name		
Email		
Total Price of Project		
Date Completed		
Project Name:		
Contact Name		
Email		
Total Price of Project		
Date Completed		

### Appendix 3 – Checklist for Bidders

1. Read all terms and conditions according to this RFP and Specifications by the City Contact and understand the RFP.
2. Complete the following schedules that make up your Bid:
  - A completed Appendix “1” - Submission Form which includes price form 1.
  - A completed Appendix “2” – At least 2 projects with references (City of Terrace projects can be listed).
  - One Sample report
  - Other information to support your proposal based on the evaluation matrix
3. All completed documents must be submitted by the closing date to the email provided in the submission instructions.

### Appendix 4 – City Building Drawings

Proponents intending to submit a bid should request the drawings from the City's Foreman via the email [jseibs@terrace.ca](mailto:jseibs@terrace.ca)