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OF MANITOBA

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APPLICATION FOR PRE-QUALIFICATION

RFPQ# FG 05032017 FW

OF

ENVIRONMENTAL CONSULTING SERVICES

for

THE UNIVERSITY OF MANITOBA

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1. Purpose

The pre-qualification application process is the method by which environmental consultants can be pre-qualified to provide environmental consulting services on behalf of the University of Manitoba (hereinafter referred to as "University") upon request by the University or a designated Prime Consultant/Contractor. These services include, but are not limited to; hazardous building materials assessments, hazardous building materials specifications, site inspection and air monitoring services.

Upon receipt of a complete and accurate application form, the University shall undertake a process of due diligence to confirm the accuracy of the information submitted, and evaluate each applicants performance, and service and documentation standards, to determine if the applicant meets the criteria set-forth by the University to be added to the list of pre-qualified environmental consultants.

Issuance of this pre-qualification and resulting application in no way constitutes a commitment by the University to award contracts to any firm or to pay any costs incurred by the firm in preparing an application. However, the University and/or Prime Consultant/Contractor will be required to solicit quotations from pre-qualified environmental consultants. The University may conduct a project-specific pre-qualification, if it is deemed to be in the University's best interest to do so.

The successful selected pre-qualified environmental consultants will be expected to enter into a separate contract/purchase for each service requested by the University. When services are requested by a Prime Consultant/Contractor, the pre-qualified environmental consultants will be expected to enter into a contract with the respective service requestor.

2. Clarification and Enquiries

It is the applicant's responsibility to request clarification of any item that is unclear or uncertain by contacting the following:

Procurement Representative

All inquiries regarding the procurement, process, procedures, or submittals must be submitted in writing via fax or email to the individual listed below (and CC the Technical Representative):

Jeff Cramer
Purchasing Consultant
Purchasing Services
403 Administration Building
Email: jeffery.cramer@umanitoba.ca

Technical Representative

All technical inquiries regarding the project specifics (such as specifications, scope of work, current conditions, desired outcomes, etc.) must be submitted in writing via email or fax to contact below (and CC the Procurement Representative):

Steve Walker
Health and Safety Coordinator
Physical Plant
89 Freedman Crescent
E-mail: steve.walker@umanitoba.ca

3. Submission Instructions

Please submit your application to the Procurement Representative and Technical Representative by email.

A completed application is required from each respondent who desires to be pre-qualified.

- Include a completed Attachment A – Authorization
- Include a completed Attachment B – General Information
- Include a completed Attachment C – Qualifications and Capabilities
- Include a completed Attachment D – Subcontracting (if applicable)
- Include a completed Attachment E – Categories of Work
- Include a completed Attachment F – Pricing. All costs, charges and fees (exclusive of taxes) must be included and identified. Rates quoted will be held for the term of the pre-qualification once the applicant achieves the pre-qualified status.
- Include a completed Attachment G – Insurance

Note: Any application that is incomplete may be rejected at the University of Manitoba.

4. Evaluation of Application

It is the responsibility of each applicant to ensure that this application is completed in full, and any additional documentation or samples required as noted herein, are included with the submitted application form.

The University will consider each application individually, and will evaluate each applicant on the same criteria, which may include, but is not limited to:

- Completeness of application
- Qualifications and Capabilities
- Pricing

5. Confidentiality

The University is subject to the rules and regulations of the Freedom of Information and Protection of Privacy Act. Any information provided by the applicant pursuant to this application is collected solely for the purpose of pre-qualifying contractors who wish to do business with the University. Personal information supplied within a response is protected by the Freedom of Information and Protection of Privacy Act.

Applicants are encouraged to identify any non-personal information that is confidential and specify what harm could reasonably be expected from its possible disclosure.

Any questions regarding this should be submitted to the University's FIPPA Coordinator's Office:

University of Manitoba Archives & Special Collections
 331 Dafoe Library
 Winnipeg MB R3T 2N2
 Phone: (204) 474-8339

6. Terms and Conditions of Pre-Qualification

- 6.1. Receipt by the University of a response to this application for pre-qualification in no way constitutes a commitment by the University to award contracts to any applicant, or to pay any costs incurred by any applicant in preparing a response, or otherwise in relation, to this application.
- 6.2. The University reserves the right to refuse any applicant that includes errors, omissions, and/or

deviations from the information requested, deviations from the format of the information requested and/or the terms and conditions in the application.

- 6.3. An application, including any accompanying documentation, once submitted by an applicant, becomes the property of the University and will not be returned.
- 6.4. The applicant is obligated to inform the University, in a reasonably timely manner, of any changes to key personnel, ownership, and, financial position, or any other information, which may affect its pre-qualification status. The University considers this an on-going requirement for the entire term of the pre-qualification.
- 6.5. The University reserves the right to contact owners, owner's representatives, and/or consultants, on service works that have been identified by the applicant, as well as the references provided by the applicant.
- 6.6. The University, at its discretion, may require an applicant to provide additional information in addition to information requested in the application.
- 6.7. The University may request that the applicant provide clarification where their applicant is unclear.
- 6.8. The University may waive or request amendment where, in the opinion of the University, there is a minor irregularity or omission in the information that is submitted.
- 6.9. The University reserves the right to engage Environmental Consultants that are not pre-qualified if the service required is not within this scope AND those who are pre-qualified cannot or do not have the means to provide the requested service.
- 6.10. The University may conduct project-specific competitive tender process, if it is deemed to be in the University's best interest to do so.
- 6.11. The University may conduct a project-specific pre-qualification; if it is deemed to be in the University's best interest to do so.
- 6.12. All firms that achieve pre-qualified status as a result of this application shall retain that status, and provide its pricelist for standard order items for minimum two years, plus one additional year (optional) or otherwise altered during the pre-qualification term at the University's best interest to do so. This is otherwise known as the Agreement term.
- 6.13. The University shall in no event be liable for any claims by the applicant in respect of its decision to pre-qualify or not pre-qualify the applicant. The University shall not be liable for any failure to consider an application or for any delay in considering an application, including (without limitation) any failure of an application to obtain eligibility for a particular competitive bidding process at the University.
- 6.14. The University, in its sole discretion, reserves the right to reject an application, or suspend, revoke or terminate the contractor's pre-qualification status in whole or in part based on the University's determination of one or more of the following:
 - 6.14.1 non-performance, defective or substandard performance of any past contracts or service works with the University;
 - 6.14.2 where an applicant has launch legal action against the University;
 - 6.14.3 failure of an applicant to update information that is required as part of the on-going obligations of an applicant;
 - 6.14.4 provision of false, misleading or incorrect information

SPECIFICATIONS OF REQUIREMENTS

1.0 Service Overview

Applications to this Request for pre-qualification will be used by the University to establish a list of pre-qualified consultants to provide environmental consulting services to the University or Prime Consultants/Contractors retained by the University upon request.

2.0 Scope of Work

- 2.1 The Environmental Consultant pre-qualification is based, in part, on pricing, service expectations, and documentation based on the University of Manitoba standards attached herein for hazardous building materials assessments, inspection reports, and air monitoring as noted in Appendix A.
- 2.2 Hazardous building materials assessments range in size from assessments based off of a particular scope of work to an entire building, and may include all suspect hazardous building materials or those selected by the University.
- 2.3 Hazardous building materials assessments, environmental site assessments (all phases), project specific specifications, hazardous material abatement inspection and air monitoring services, and other occupational hygiene services may be requested by the University of Manitoba or Prime Consultants/Contractors retained by the University.
- 2.4 Environmental consultants must be able to provide a price list, good for two years from the date of award, plus one additional year (optional) indicating pricing for bulk sample analysis, data entry, project management/reporting, administrative services, tech time, sample time, mileage, inspection services, and air monitoring services, per Attachment F.
- 2.5 Environmental consultants are responsible for repairing/lagging any materials damaged and cleaning any debris created by sampling techniques to ensure the health and safety of University occupants.
- 2.6 Environmental consultants that achieve pre-qualified status as a result of this application shall:
 - Respond to RFQP's for hazardous building material assessments, environmental site assessments (all phases), project specific specifications, air monitoring, and inspection services by Physical Plant managers, project managers, or project coordinators *via* existing processes, or from Prime Consultants/Contractors retained by the University of Manitoba.
 - For hazardous building material assessment requests, all applicable hazardous building materials must be included, unless otherwise notified by the University or their designate. All assessment reports are to be completed following the University's reporting standards outlined in Appendix A. Sample results are to be entered into the University's inventory system by the Consultant within 2 weeks of the assessment being provided to the University; training and access to the system to be provided by the University following pre-qualification.
 - Bulk samples are to be analyzed in accordance with regulatory guidelines and/or as described in Attachment G.
 - Collect and compile all documents necessary to complete environmental site assessments in accordance with established CSA and regulatory standards.
 - Using the University's standard specifications, tailor specifications to meet project requirements.

- Provide air monitoring and inspection reports within 8 hours of the abatement contractors end of shift OR prior to 6 AM (whichever comes first) to the University of Manitoba and where applicable, the Prime Contractor; air monitoring and inspection reports to follow standards outlined in Appendix B.
 - Air monitoring results to be communicated immediately *via* phone with the University's Powerhouse to facilitate HVAC system start-up, when required
- On occasion, respond to requests for emergency work requiring occupational hygiene services on behalf of the University's Physical Plant department or Office of Environmental Health and Safety
 - Report findings to the respective party within 8 hours of services being retained where turnaround time permits; turnaround times dependent on external laboratory services are to be communicated up front to the client, with reports being provided to the client within 8 hours of the laboratory providing the Environment Consultant information.
- Provide consultative services in a manner that maximizes efficiency and minimizes costs to the University. For example, grouping air monitoring and inspection services in one shift to reduce mileage/technician time. Organization of services may be dictated by the University.
- Conduct assessments and provide services for facilities at both major campuses: Bannatyne Campus and Fort Garry Campus.
- Receive instruction from a limited number of points of contact at the University; point of contact to be determined upon request of work.
- Extend liability to the University of Manitoba for all findings.
- Provide a Key Account Manager who will be the daily single point of contact for the University. The Key Account Manager is the individual that the University can contact during business hours. This person shall be used by the pre-qualified consulting agency for the duration of the two year term, if any, resulting from this pre-qualification, and CANNOT be removed or replaced, unless agreed to by the University.
- Provide an Emergency Response Manager who will be the point of contact for the University for emergency work after regular business hours; this can be the Key Account Manager referenced above. This person shall be used by the pre-qualified consulting agency for the duration of the two year term, if any, resulting from this pre-qualification, and CANNOT be removed or replaced, unless agreed to by the University.
- Have the ability to provide the necessary equipment, transportation and personnel to perform the services on behalf of the University.
- Possess all permits, licenses and professional credentials necessary to provide services as specified under this Application.
- Be responsible for providing services to the University. Services shall be performed according to minimum industry standards, and comply with all applicable provincial/federal regulations for these type of services, or as outlined in Appendixes of this Application.
- Be responsible for all damages which occurred to University fixtures while performing services, regardless of whether it's damage to item(s) being repaired, or other item(s) in and around facility where services are being performed.

- Furnish and require every on-duty personnel to wear a company uniform or a visible photo identification badge identifying personnel by name and company.
- Vehicles should have company name displayed.
- The Environmental Consultant is responsible for their own parking and must abide by the University parking authority regulations, available on the U of M website.
- Immediately report to the University or Prime Contractor/Consultant any accidents and/or loss of equipment, supplies, etc.
- Enter and leave through only specified locations in the facility to maintain a high level of security.
- Provide service work during University business hours unless otherwise requested by the University or Prime Contractor/Consultant; site inspection/air-monitoring to meet abatement timelines, primarily after hours work. If working after hours, the Environmental Consultant shall ensure that no person other than their personnel and, when applicable, contractors, can gain access to rooms, areas or building under the control of its personnel. At no time shall the Environmental Consultant personnel violate building and/or room security by propping doors open and leaving them unattended, unless the University has provided its own security door monitor. All entrance and exit doors shall be locked at all times.
- Acknowledges that the Environmental Consulting agency is solely responsible for ensuring that the Environmental Consultants and other agency employees in the provision of the services have appropriate workers compensation (WCB) coverage and disability insurance, and releases the University from any obligation of responsibility to provide such coverage.

ATTACHMENT A – AUTHORIZATION

The signature below confirms the following.

1. The applicant certifies that all statements and information presented in this application form are current, complete, and accurate; and
2. The applicant certifies that the individual signing this document, and any other document provided in conjunction with this application, is authorized to sign such documents on behalf of the applicant.
3. This application form is being made available by electronic means. The applicant acknowledges and accepts full responsibility to insure that no changes are made to the application form. In the event of conflict between a version of the application form submitted by the applicant and the version maintained by the University, the version maintained by the University shall govern.

Company

Signature

Name

Title

Date

ATTACHMENT B – GENERAL INFORMATION

B.1 Corporate Information

Full Legal Company Name	
Operating Name <i>(if different from above)</i>	
Street Address	
Mailing Address <i>(including postal code)</i>	
Website	
GST Registration Number	
Number of Years in Business	
Type of Business	<input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Other (specify): _____
<p>The applicant is in good standing under The Corporations Act (Manitoba), or properly registered under The Business Names Registration Act (Manitoba), or otherwise properly registered, licensed or permitted by law to carry on business in Manitoba.</p> <input type="checkbox"/> No <input type="checkbox"/> Yes	

B.2 Key Account Manager

Name	
Title	
Phone Number	
E-mail Address	

B.3 Emergency Response Manager

Name	
Title	
Phone Number	
E-mail Address	

B.4 Company Background

1. Identify if the applicant has operated under another name in the past 10 years.

- No
 Yes

If 'Yes', provide any and all past names, as well as time periods when each name was used.

2. Describe the ownership structure of the applicant with respect to any parent and/or subsidiary

companies.

3. Identify if the applicant is party to any pending litigation, or was party to any litigation within the past five years.

- No
 Yes

If the response is 'Yes', applicant must provide detail of all such litigation below.

B.5 Company Owners / Officers / Partners / Principals

Owner / Officer / Partner / Principal 1	Name: Title:
Owner / Officer / Partner / Principal 2	Name: Title:
Owner / Officer / Partner / Principal 3	Name: Title:

Attach additional sheets if necessary.

The University reserves the right to request curriculum vitae on any or all of the individuals listed.

B.6 Company Staff Compliment

Identify the current number of Project Managers and Field Technicians on staff that could be assigned to a University of Manitoba project (it is understood that this number may change during the course of the year). Any changes during time of tender may require additional information and pre-qualification for alternate personnel.

The University reserves the right to request curriculum vitae on any or all of the individuals listed.

This information will be used in the assessment of the Environmental Consultants capability to manage and completed work on behalf of the University.

Project Manager / Field Technician	Name: Title: Years of Experience: Years with Company:
Project Manager / Field Technician	Name: Title: Years of Experience: Years with Company:
Project Manager / Field Technician	Name: Title: Years of Experience: Years with Company:
Project Manager / Field Technician	Name: Title: Years of Experience: Years with Company:
Project Manager / Field Technician	Name: Title: Years of Experience: Years with Company:

Attach additional sheets if necessary.

B.6 Declaration of Potential Conflict of Interest

Applicant must declare a conflict of interest as set out in the University Conflict of Interest Policy¹. See below website.

Where conflicts of interests exist applicants must identify if any owners, officers, partners, or principals of the company are related to or associated with a University employee. This information is collected to identify potential conflict of interest situations within the University, but **will not** preclude the applicant's participation in a University bidding process.

NOTE: Failure to declare any potential conflict of interest may result in the applicant being removed from the list of pre-qualified contractors.

Declaration 1	Name of Owner / Officer / Partner / Principal: Name of related/associated University employee: Relationship:
Declaration 2	Name of Owner / Officer / Partner / Principal: Name of related/associated University employee: Relationship:
Declaration 3	Name of Owner / Officer / Partner / Principal: Name of related/associated University employee: Relationship:
Declaration 4	Name of Owner / Officer / Partner / Principal: Name of related/associated University employee: Relationship:
Declaration 5	Name of Owner / Officer / Partner / Principal: Name of related/associated University employee: Relationship:

Attach additional sheets if necessary.

B.7 Declaration of Dispute or Pending Dispute

Applicants must make the following Declaration.

The University reserves the right to disqualify any applicant where the University determines in its sole discretion that the applicant or any other entity with principals in common with the applicant has a dispute or any pending dispute with the University or entities associated with the University.

Does the applicant or any other entity with principals in common with the applicant, have any dispute or pending dispute involving the University or entities associated with the University?

- No
 Yes

¹ Conflict of Interest Policy available at http://umanitoba.ca/admin/governance/governing_documents/community/248.html

If the response is 'Yes', applicant must provide detail of all such litigation below (append details of the matter if additional space is required).

ATTACHMENT C – QUALIFICATIONS AND CAPABILITIES

C.1 Firm Qualifications

No	Criteria	Response
1	How many years has your company been providing environmental consulting services in Manitoba?	
2	How many consultants/technicians do you currently have?	
3	On average, how many years of experience do your consultants/technicians have?	
4	Identify the number of citations your company has received in the past three years from any government agency, regardless of the nature of alleged violations and outcome.	
5	Identify the number of citations your clients have received under your guidance/consult in the past three years from any government agency, regardless of the nature of alleged violations and outcome.	
6	What are customers overall satisfaction levels like with the firm?	

C.2 Team Qualifications

No	Criteria	Key Account Manager	Field Technician 1	Field Technician 2	Other Key Personnel
1	Total years of experience in environmental consulting?				
2	Total years of experience in the current position?				
3	How long has the individual been employed at your organization?				
4	What credentials/qualifications does the individual hold?				
5	Has the individual been successful in either CALA, AIHA, or IRRST proficiency testing for asbestos fibers? Please include applicable documentation in your submission.				
6	Is the lab accredited for the services it is providing? Please include applicable documentation in your submission.				
7	What are clients overall customer satisfaction level like with the individual?				

The University reserves the right to request curriculum vitae on any or all individuals listed.

C.3 References

Provide the contact information for references in the tables below. The applicant agrees that the University may contact listed clients to obtain their opinions regarding the applicant's performance and/or the characteristics of the products or services provided. The applicant absolves listed clients of any liability for any opinions provided to the University. References shall be for service work that has similar key aspects of scope, size, and complexity from three current clients of large organizations that are ideally not-for-profit.

Table: Current References

No.	Organization Name	Contact Name	Address	Phone No.	E-mail Address	Service provided / Date(s) of Service
1						
2						
3						

ATTACHMENT D – SUBCONTRACTING (if applicable)

Identify and describe all categories of work for which the applicant usually retains the services of a subcontractor.

<u>Type of Work</u>	<u>Description/Notes</u>

Attach additional sheets if necessary.

ATTACHMENT E – CATEGORIES OF WORK

Indicate the category or categories of work for which you wish to be considered for pre-qualification.

Category of Work	Yes	No
Hazardous Building Materials Assessments	<input type="checkbox"/>	<input type="checkbox"/>
Environmental Site Assessment Phase I	<input type="checkbox"/>	<input type="checkbox"/>
Environmental Site Assessment Phase II	<input type="checkbox"/>	<input type="checkbox"/>
Environmental Site Assessment Phase III	<input type="checkbox"/>	<input type="checkbox"/>
Project Specific Specifications for Hazardous Building Materials	<input type="checkbox"/>	<input type="checkbox"/>
Hazardous Building Material Abatement Inspection Services	<input type="checkbox"/>	<input type="checkbox"/>
Hazardous Building Material Air Monitoring Services	<input type="checkbox"/>	<input type="checkbox"/>
Occupational Hygiene Services not Specified	<input type="checkbox"/>	<input type="checkbox"/>

ATTACHMENT F – PRICING

Applicants must provide rates that will be charged for the services as itemized below for the duration of the pre-qualification period; rates for a third year are optional.

The charge out rates identified below shall be the basis for calculating the actual charges during the course of any service work. Applicants may request adjustment of the rates during the terms of this pre-qualification, in the event of industry-wide changes to the rates.

The University may, at its discretion, use the charge out rates below as a criterion for evaluation of the applicants who quote the service work during the term of this pre-qualification.

Labour Charge Out Rates		Hourly Rate		
		Year 1	Year 2	Year 3(optional)
Project Management				
Field Technician Time				
Administration				
Data Entry				
Inspection Services		Price		
		Year 1	Year 2	Year 3(optional)
Glovebag	Visual inspection and area air monitoring ²			
Type 2 Abatement	Pre-contamination inspection			
	Visual inspection, post tear-down inspection, and air monitoring ³			
Type 2 Clean-up	Visual inspection and area air monitoring ²			
Type 3 Abatement	Pre-contamination inspection and interim monitoring ⁴			
	Visual inspection and interim air monitoring ⁴			
	Final inspection, post tear-down inspection and air clearance ⁵			
Analytical Costs		Price		
		Year 1	Year 2	Year 3(optional)
Asbestos Bulk Sample (1% detection level) – PLM ⁶				
Asbestos Point Point (<1% detection level) – PLM ²				
Asbestos Bulk Sample (1% detection level – TEM ²				
Asbestos Bulk Sample (<1% detection level – TEM ²				
Asbestos Air Sample – PCM ⁷				

² Inspection cost includes analysis of 1 PCM air sample for final air monitoring to one-half of the OEL (0.05 f/mL).

³ Inspection cost includes analysis of 2 PCM air samples for area and perimeter air monitoring, respectively, each to one-half of the OEL (0.05 f/mL) and 1 PCM air sample for clearance to one-tenth of the OEL (0.01 f/mL).

⁴ Inspection cost includes analysis of 2 PCM air samples for area and perimeter air monitoring, respectively, each to one-half of the OEL (0.05 f/mL).

⁵ Inspection cost includes analysis of 1 PCM air sample for clearance to one-tenth of the OEL (0.01 f/mL).

⁶ Asbestos bulk samples to be analyzed by an accredited laboratory (e.g. AIHA or NVLAP), as per regulatory guidelines. Acceptable test methods include NIOSH 9002, US EPA method 600/R-93/116, or US EPA method 600/R-04/004 (vermiculite only).

⁷ PCM air samples to be collected and analyzed following the NIOSH 7400 method. **Other analytical methods will not be accepted.** Samples must be analyzed by a CALA, AIHA or IRRST proficient employee.

Asbestos Air Sample – TEM ⁸			
Lead Bulk Sample ⁹			
Disbursements	Price		
	Year 1	Year 2	Year 3(optional)
Mileage			

⁸ TEM air samples to be collected and analyzed following the NIOSH 7402 method. **Other analytical methods will not be accepted.** Samples must be analyzed by a CALA or AIHA proficient employee.

⁹ Lead bulk samples to be analyzed by an accredited laboratory, with lead content being defined as 90 ppm for lead-containing paints.

Attachment G – Insurance

The University requires that all pre-qualified environmental consultants provide the insurance policies listed below as a minimum coverage. Please note that each project may require specific insurance coverage over and above the minimum requested in this document.

If the applicant's insurance policy expires during the term of the pre-qualification period, it is the applicant's responsibility to provide the University with updated proof of insurance before the expiry date.

Failure to provide such proof may result in the applicant being removed from the list of pre-qualified contractors.

General Liability Insurance	<ul style="list-style-type: none">- General liability insurance shall be with limits of not less than \$2,000,000 per occurrence.- An aggregate limit of not less than \$2,000,000 within any policy year with respect to completed operations,- A deductible not exceeding \$5,000.
Automobile Liability Insurance	<ul style="list-style-type: none">- Automobile liability insurance in respect of vehicles that are required by law to be insured under a contract by a Motor Vehicle Liability Policy, shall have limits of not less than \$2,000,000 inclusive per occurrence for bodily injury, death and damage to property, covering all vehicles owned or leased by the Environmental Consultant.
Professional Liability Insurance	<ul style="list-style-type: none">- Professional liability insurance shall be with limits of not less than \$2,000,000 annual aggregate

NOTE: *The applicant must provide the University with a copy of the policies requested above.*

APPENDICES

APPENDIX A – DESIGNATED SUBSTANCES SURVEY



TERMS OF REFERENCE – Designated Substances Survey

1 Introduction

The purpose of this document is to standardize the content and format of all Designated Substances Surveys (DSS) conducted on the University of Manitoba (U of M) property. A DSS allows the U of M to determine if designated substances are present within a building, and if so, what affect they will have on the health and safety of the building occupants. The information that is gathered during the DSS will be added to the buildings inventory and utilized prior to any work activities conducted. The DSS reporting format has been standardized (Appendix A) and consultants and staff are required to use this format when submitting reports to ensure consistency in the assessments of U of M's buildings.

2 Principal Components

The principal components of the U of M DSS are as follows:

- Site Description
- Background Information
- Scope of Work
- Regulations, Guidelines, Standards and Codes
- Methodology
- Survey Observations and Findings
- Conclusion and Recommendations
- Limitations

The components of the DSS are described in detail below.

2.1 Site Description

Utilizing the site plan provided by the U of M and general observations the consultant shall provide a general description of the building which includes, but is not limited to:

- Name of building and address;
- Year of original construction;
- Years of any major renovations (if known);
- Total building area, number of stories, general building materials, adjoining structures (if any);
- A brief description of the major building systems such as the exterior cladding, heating & cooling systems, roofing system, and basic interior finishes.

2.2 Background Information

State all relevant background information given to consultants by U of M such as historic floor plans, current floor plans, sampling information from U of M's database, or any other relevant information provided.

2.3 Scope of Work

The scope of work for a DSS shall include the following:

- Conduct an exterior assessment of the building including the roofing structure;
- Conduct a room by room assessment of the building to locate and identify any designated substances in all accessible areas of the building including crawlspaces and interstitial spaces;

- Samples must use the U of M numbering system which is defined by stating the building number, consultant sampling number, suspect DS type. For example, Tier building number is 115 and sampling suspect ACM, so the sample number is 115-001-ASB. Suspect DS type abbreviations are as follows:
 - Asbestos – ASB
 - Lead – PB
 - Mercury – HG
 - Mould – MD
 - Polychlorinated Biphenyls – PCB
 - Silica - SI
- Asbestos sampling methods should include the following:
 - Conduct a non-destructive sampling survey that is representative of the materials observed within the building. The sampling within mechanical rooms should include samples from each pipe/duct line if applicable. Non-destructive sampling is defined by having a surface sample size less than 25 cm²;
 - Sampling homogeneous materials must have minimum number of bulk samples based on the area covered. The minimum number of samples should reflect the following rubric:
 - Areas less than 90 m² should have minimum 3 samples;
 - Areas greater than 90 m² and less than 450 m² should have minimum samples; and
 - Areas greater than 450 m² should have minimum 7 samples.
 - Homogenous areas need to be treated level by level per building;
 - Please note that positive stop sampling/analysis is not acceptable in order to delineate areas of concern;
 - Additional sampling may be required when laboratory results show an anomaly to delineate the area;
 - Record observations, sample locations, indicate which samples contain asbestos and non-asbestos, and condition of material.
- Lead sampling methods should include the following:
 - Conduct field testing on suspect material using a lead detection tool such as 3M™ LeadCheck™ swabs or equivalent that detects a minimum of 600 ppm of lead content;
 - Bulk samples should be taken of materials that have shown a positive result for the detection of lead; and
 - Record observations, sample locations, indicate which samples are lead containing and which are not, and condition of material.
- Submit all asbestos and lead bulk samples to an accredited lab (e.g. AIHA or NVLAP) for analysis, as per the pre-qualification documents. Positive stop analysis on a homogenous material is not acceptable;
- Inspect building for the presence of containing mercury thermostats, switches as well as other devices, recording location and total number of devices;
- Inspect building materials for the presence of suspect visible mould, recording location on a floor plan. Sources of moisture should be recorded and locations identified on a floor plan;
- Inspect all suspect devices for ozone-depleting substances and note their location on a floor plan;
- Identify types and locations of devices that contain polychlorinated biphenyls (PCB's);
- Identify building materials that are suspect to contain silica and note their location within the report;
- Identify any other materials that may be a concern and note their location on a floor plan;
- Include any additional instructions or exceptions that were stated by the U of M prior to the DSS
- Prepare a DSS report in accordance with the outlined Terms of Reference.

2.4 Regulations, Guidelines, Standards & Codes

Include reference to all applicable provincial regulations, guidelines, standards, and codes for each designated substance which will include a description and limits for each.

2.5 Methodology

This section describes the process to be used to collect samples and information gathered during the survey. Describe in detail the methodologies used to collect information and samples for each listed designated substance included in the scope of work. These details shall include the following:

- The overall methodology of the DSS survey;
- Sample collection method, strategy, and frequency;
- Rationale for observations and extrapolations

2.6 Survey Findings and Observations

The survey findings and observations are to compile and summarize the locations and types of designated substances observed within the building. Each of the designated substances identified must include the following information:

- Location of designated substance including type of material, room number, type of material, material location (e.g. wall, floor ceiling), directionality of material, color of material, and if the material is readily visible or hidden (e.g. above a ceiling tile). Directionality is to include the direction of the surface that the sample was taken from (e.g. north wall or south east corner).
- Approximate quantities of each DS observed within each room.
- Condition of materials. The following terms should be used to evaluate the condition of the material.
 - Poor – defined as material that has considerable damage;
 - Fair – defined as material that has minor damage or material that is partially sealed;
 - Good – defined as material that is in good condition with no visible damage or exposed material.
- Risks associated with the findings of DSS materials.

2.7 Conclusions and Recommendations

Each DSS must include the following:

- Recommendations for each material that comply with current regulations and guidelines which includes risk level of material in current condition, and recommended procedures to reduce risks such as repairs or abatement

2.8 Limitations

Survey limitations must be written in detail to include the specific area(s)/material(s) within the building and the reasons or restrictions why the specified area(s)/material(s) were not included within the scope of work or in the survey itself.

2.9 Closure

Closing remarks and signatures of applicable representatives for the report.

2.10 Appendices

These appendices are to be included:

- Appendix A – Floor Plan with Sample and Observation Locations of DS. This is to include detailed locations of all samples taken and key observations; samples are to be denoted using the U of M numbering system presented in section 2.3. Samples that have positive DS content are to be identified with red markers and text; samples that have negative DS content are to be identified with green markers and text.
- Appendix B – Tables to include Table for Asbestos Containing Materials, Table for Non-Asbestos Containing Materials, Table for Lead Containing Materials

- Appendix C – Photos to include all positive designated substances as well as any damaged material(s) or area(s) that need attention. Photos to appear in the order in which materials are presented in Appendix C.
- Appendix D – All laboratory certificates of analysis and reports

3 Evaluation of Information and Reporting

Draft reports shall be produced in digital PDF format and submitted to the U of M Manager of Health and Safety. The draft report shall be reviewed and submitted back with comments. Once comments are addressed and appropriate changes made to draft the final report will be produced in PDF format and one hard copy and submitted. The draft and final reports shall be organized as per the Table of Contents illustrated in Appendix A. The DSS reports must follow this format to ensure consistent quality and contents for all U of M properties and buildings.

Appendix A

U of M

Designated Substances Survey Report

Table of Contents

1. Executive Summary
2. Introduction
 - 2.1. Site Description
 - 2.2. Background Information
3. Scope of Work
4. Regulations, Guidelines, and Codes
 - 4.1. Asbestos Containing Materials
 - 4.2. Lead
 - 4.3. Mercury
 - 4.4. Mould
 - 4.5. Ozone Depleting Substances
 - 4.6. Polychlorinated Biphenyls
 - 4.7. Silica
 - 4.8. Other
5. Methodology
 - 5.1. Asbestos Containing Materials
 - 5.2. Lead
 - 5.3. Mercury
 - 5.4. Mould
 - 5.5. Ozone Depleting Substances
 - 5.6. Polychlorinated Biphenyls
 - 5.7. Silica
 - 5.8. Other
6. Survey Findings and Observations
 - 6.1. Asbestos Containing Materials
 - 6.2. Lead
 - 6.3. Mercury
 - 6.4. Mould
 - 6.5. Ozone Depleting Substances
 - 6.6. Polychlorinated Biphenyls
 - 6.7. Silica
 - 6.8. Other
7. Conclusions and Recommendations
 - 7.1. Asbestos Containing Materials
 - 7.2. Lead
 - 7.3. Mercury

- 7.4. Mould
- 7.5. Ozone Depleting Substances
- 7.6. Polychlorinated Biphenyls
- 7.7. Silica
- 7.8. Other
- 8. Limitations
- 9. Closure

Appendices

- Appendix A – Floor Plan with Sample Locations
- Appendix B – Tables
- Appendix C - Photos
- Appendix D – Laboratory Certificates of Analysis

Appendix B - Tables

Table #	Asbestos Containing Materials			
Sample ID / Lab ID	Sample Description	Sample Location	Photo Log #	Asbestos Type(s) & %

Table #	Non-Asbestos Containing Materials			
Sample ID / Lab ID	Sample Description	Sample Location	Photo Log #	Asbestos Type(s) & %

Table #	Lead Results				
Sample ID / Lab ID	Sample Description	Sample Location	Photo Log #	Field Screening (Pos or Neg)	Lab Results Total Lead

Appendix C - Photos

Site Photographs		
Photo Number:		
Location:		
Description of material:		
Lab Results		
Photo Number:		
Location:		
Description of material:		
Lab Results		
Photo Number:		
Location:		
Description of material:		
Lab Results:		
Date:	DSS Report Name:	Report Number:

APPENDIX B – ASBESTOS INSPECTION TEMPLATE



TERMS OF REFERENCE – Asbestos Inspection Report

Project Information

Date of Inspection:	Field Contact:
Report #	Contact Information:
Client Reference #	Contractor:
REQ/PO #	Contractor Supervisor:
Number of Workers On-Site:	Contact Information
Project Location:	
Project Type: (Type 1, Type 2, Type 2 modified, Glove Bag, or Type 3)	
Inspection Type: (Prep, Intermediate, Final Clearance)	

Site Visit Information

Scope of Work:			
Contractor work shift Start/Finish Time:			
	Site Visit #1	Site visit #2	Site Visit #3
Time of Visit			
Technician			
Number of Workers on site			
Location:			

Analytical Results

Sample number	Start Time	Duration (minutes)	Flow Rate (L/min)	Sample Volume (Litre)	Sample Type	Sample Location	Number of fibers observed	Result (fibres/cc)

- NOTE: From good air monitoring results, technician observed that no worker or unprotected person within the work area was exposed to airborne fiber levels above one half the occupational exposure limit, as outlined in the Manitoba Reg. 217/2006 parts 36 and 37 and the Manitoba Department of Labor Workplace Safety and Health document titled *Guideline for Working with Asbestos*.

Work Completed

Work Completed During Shift	
Work Area (Room #)	Description of work completed or to be completed during the shift (including the number of fittings and amount of straight pipe insulation, walls and ceiling removed)

Work Observations

Observations should include but are not limited to:

Site setup and securement

- NOTE: Technician observed that appropriate caution barriers/signage were posted at the entrance to the work area.
- NOTE: Technician observed that 6-mil polyethylene drop-sheets had been placed under work areas.
- NOTE: Technician observed that all seams and seals are intact and in good condition

Worker PPE

- NOTE: Technician observed workers wearing appropriate personal protective equipment (PPE) including half face respirators, disposable coveralls and gloves.

Negative air Units and functionality

- NOTE: Technician observed Negative Air Pressure Units (NAU) were continuously running, maintained since last inspection and had not malfunctioned since last inspection. NAU's have HEPA filter installed and is clean.
- NOTE: Upon arrival, technician observed a Negative Air pressure in containment of: (number in inches of water)

Work Practices and Housekeeping

- NOTE: Technician observed the areas around the abatement were clean and free of suspect debris.
- NOTE: Technician observed that flooring and fixtures under the work areas were free of suspect debris as reasonably practicable.
- NOTE: Technician observed waste was removed from site following appropriate procedures.
- NOTE: Technician observed during final visual inspection that surfaces were HEPA vacuumed and wet wiped clean.
- NOTE: Technician observed following tear-down that the area was free of suspect debris as reasonably practicable.
- NOTE: Power Engineering was informed of air monitoring results at approximately [Time] on [Date] and asked them to restart HVAC within the area as required.

Deficiencies and Corrective actions

- NOTE: Any stop work deficiencies, general deficiencies, or corrective actions taken or identified during the shift.