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RFP – ᑭᐱᑭᐱᓄᓄᓄᓄ School- Water Damage Repairs -December 2024



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Department of Facilities and Operations

REQUEST FOR PROPOSAL

ᑭᐱᑭᐱᓄᓄᓄᓄ School- Water Damage Repairs

Issue Date: December 6, 2024

Closing Date: January 17, 2025, 4:00 pm (Mountain Standard Time)

Closing Location: ᑭᐱᑭᐱᓄ, 7500 Mission Road, Cranbrook BC V1C 7E5.

Attention: Nicole Halasz: Director of Facilities & Operations

Telephone: 236-703-9541

Email: nhalasz@aqam.net

INTRODUCTION

ᑭᐱᐱᐱ (pronounced ak-am) is a First Nation community government organization that services over 350 Band Members and other aboriginal peoples within the Ktunaxa Nation. Geographically, the community is located 8km North of Cranbrook in the East Kootenay region of British Columbia.

The ᑭᐱᐱᐱᐱ ᑭᐱᐱᐱ, located within the ᑭᐱᐱᐱ community, invites qualified contractors to submit proposals for the mitigation and repair of the school's crawlspace. The work includes addressing mold contamination, ensuring air quality, and implementing sustainable and culturally sensitive repair solutions. All efforts must align with the Ka Kniᑭwitiyaᑭ strategic vision and the seven tipi poles, which guide the values, beliefs, knowledge, responsibility, language, culture, and spirituality of the ᑭᐱᐱᐱ community.

This project aims to ensure the safety of students, elders, and staff while fostering community engagement, environmental stewardship, and respect for Ktunaxa tradition

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PROPOSAL OVERVIEW AND REQUIREMENTS

Proposal Overview

The crawlspace of the ᑭᐱᐱᐱᐱ ᑭᐱᐱᐱ requires mitigation and repairs following an HVAC/plumbing malfunction that led to moisture accumulation and mold contamination.

Contractors are asked to provide two options for addressing the issue:

1. Immediate Remediation and Repairs: Performing all mitigation and repair work as soon as possible, minimizing potential health risks but requiring significant coordination during the school's operations.
2. Continuous Monitoring with Delayed Remediation: Implementing temporary measures to control air quality and prevent cross-contamination while delaying remediation until scheduled school breaks, aligning with the ᑭᐱᐱᐱᐱ ᑭᐱᐱᐱ year calendar.

Proposal Requirements

1. Work Plan and Options

Option A: Immediate Remediation

- Detailed timeline and methodology for completing the project as soon as possible while minimizing disruptions.

Option B: Continuous Monitoring with Delayed Remediation

- Proposed monitoring solutions, inspection frequency, and temporary containment measures to maintain air quality and safety during the delay period.
- Alignment of mitigation and repairs with the school year calendar, including timelines for phased work during school breaks.

Scope of Work

1. Crawlspace Mitigation (Immediate or Delayed)

- a. Establish containment with negative pressure, ensuring protection from cross-contamination into school areas.
- b. Remove all affected materials (OSB, insulation, drywall, foam pipe insulation).
- c. HEPA-vacuum, wet wipe, and disinfect all crawlspace surfaces.
- d. Encapsulate all exposed surfaces and seal steel brackets per engineering recommendations.
- e. Ensure air quality and moisture control through desiccant dehumidifiers and fans, keeping relative humidity below 40%.

2. Repairs and Restoration (Post-Mitigation)

- a. Reinsulate the crawlspace with R-30 batt insulation.
- b. Install a vapor barrier with acoustical sealant on all perimeter edges.
- c. Replace hydronic backer boards with mold-resistant materials and reinstall hydronic heaters with pipe insulation.
- d. Repair entry subfloor and hallway flooring with glue-down vinyl plank and a 5-inch vinyl cove base.

3. Continuous Monitoring (If Delayed Remediation is Chosen)

- a. Install monitoring equipment for air quality, including mold spore levels and humidity sensors, with regular reporting.
- b. Keep the crawlspace under negative pressure for the duration of the delay period using a dedicated negative air machine ducted outside.
- c. Conduct bi-weekly inspections of containment integrity and provide ongoing Industrial Hygiene (IH) reports.

4. Containment and Hazard Control

- a. *WorkSafeBC Regulation Reference:* Part 6 (Asbestos and Other Hazardous Materials) & Part 5 (Chemical and Biological Substances).
- b. *Requirements:* Ensure full containment of affected areas, maintain negative pressure during hazardous material removal, and avoid cross-contamination.
- c. *Mitigation Plan Compliance:* The outlined containment measures (full containment, hallway/stairwell closure, and negative pressure maintenance) are compliant with WorkSafeBC requirements to minimize exposure to biohazards such as mold.
- d. *Recommended Adjustments:* Ensure the emergency access procedures are reviewed by staff to confirm alignment with evacuation plans under WorkSafeBC Part 4 (General Conditions).

5. Industrial Hygiene Oversight

- a. *WorkSafeBC Regulation Reference:* Section 6.11 (Exposure Control Plan) & Section 4.79 (Air Quality Monitoring).
- b. *Requirements:* An independent industrial hygienist must monitor air quality, inspect containment integrity, and provide a final clearance report post-mitigation.
- c. *Mitigation Plan Compliance:* Weekly inspections and final air clearance align with regulatory standards.
- d. *Recommended Adjustments:* Collaborate with Indigenous environmental health consultants to incorporate culturally sensitive perspectives into air quality and health impact assessments.

6. Personal Protective Equipment (PPE)

- a. WorkSafeBC Regulation Reference:* Part 8 (Personal Protective Clothing and Equipment).
- b. Requirements:* Workers must wear appropriate PPE, including HEPA-filtered respirators, gloves, and protective suits, during crawlspace remediation.
- c. Mitigation Plan Compliance:* Ensure all contractors adhere to PPE protocols, with regular supervision and documented compliance audits.

7. Electrical Safety and Temporary Heating

- a. WorkSafeBC Regulation Reference:* Part 19 (Electrical Safety) & Part 4 (General Conditions for Heat and Cold).
- b. Requirements:* Dedicated electrical outlets must comply with safety codes, and temporary heating must maintain safe and habitable conditions for workers.
- c. Mitigation Plan Compliance:* Ensure temporary heating solutions are properly ventilated and approved by electrical inspectors before use.

8. Cultural and Indigenous Engagement Considerations

1. Cultural Sensitivity in Workspaces

- Collaborate with local Indigenous representatives from the ᑭᓄᓄᓄᓄ community to ensure containment and mitigation practices respect cultural protocols and values.
- Provide school staff and Indigenous community members with clear communication on health, safety, and environmental impacts.

2. Employment and Training Opportunities

- Engage Indigenous contractors and laborers where possible, providing opportunities for training in mold remediation and HVAC repair to align with community capacity-building goals.

3. Environmental Stewardship

- Use sustainable materials and mold-resistant products that align with Indigenous principles of environmental care.
- Consider consultation with the Ktunaxa Nation Council to integrate traditional ecological knowledge into the restoration process.

9. Insurance and Cost Mitigation Recommendations

1. Documentation for Claims

- Maintain a detailed log of inspections, mitigation activities, and costs. Provide photographic evidence of all stages to support the insurance claim.

2. Material and Labor Costs

- Review quotes for alternative materials (e.g., vapor barriers, backer boards, and vinyl flooring) that meet safety standards and support long-term sustainability while remaining cost-effective.

3. Scope of Work for Repairs

- Clearly separate mitigation and repair phases in documentation to streamline insurance negotiations. Include detailed cost breakdowns for insulation, flooring, and hydronic system repairs.

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Proponents should clearly indicate in the subject line and on the package the RFP title and submit to the following address by 4.00pm (MST) January 17, 2024

**Attention: Nicole Halasz, Director of Facilities and Operations,
ᑭᐱᑭᐱ Administration Building
Mailing address: 7470 Mission Road, Cranbrook BC V1C7E5
Email: nhalasz@aqam.net**

Proposals can be submitted in either hardcopy or electronic format.
Hard copies of the proposals (unbound and are suitable for photocopying)
An electronic copy which can be on a memory stick or emailed in PDF.

- Proposals and accompanying documentation provided to ᑭᐱᑭᐱ in response to this RFP will not be returned.
- Any costs or fees incurred by the proponent to submit a proposal are the sole responsibility of the proponent.
- No contract or agreement is created by the submission of a proposal.
- ᑭᐱᑭᐱ has the right to refuse all submissions, at its sole discretion.

TIMELINES

Anticipated Schedule of events.

- a) RFP released December 20, 2024
- b) Site visits can be arranged by contacting nhalasz@aqam.net
- c) Closing date 4:00pm (MST) January 17, 2025
- d) Evaluation and Selection of proponent (January 2025)
- e) Award, if successful proponent identified (February 2025)
- f) Completion- Must be completed prior to July 2025

SELECTION/EVALUATION PROCESS

The proposal will be reviewed by ᐱᑭᐅᐅ and will use the following criterion:

Evaluation Criteria	Description	Weight
Experience and Expertise	Proven ability to manage similar school or community-focused projects, especially in Indigenous settings.	20%
Work Plan and Options	Feasibility and detail of both immediate and delayed approaches, including alignment with the school calendar	20%
Cultural Sensitivity	Demonstrated commitment to aligning with the Ka Kniᐅᐅᐅᐅᐅᐅ vision and tipi poles.	10%
Cost and Budget	Transparency and competitiveness of pricing for both options.	20%
Compliance and Safety	Adherence to all regulatory and safety requirements	15%
Timeline and Communication	Ability to provide clear timelines and regular progress updates	15%

Submission Requirements

Proposals must include:

1. Detailed work plan for both **Option A (Immediate Remediation)** and **Option B (Continuous Monitoring and Delayed Remediation)**.
2. Cost estimates for both options, including monitoring equipment, labor, materials, inspections, and contingencies.
3. Evidence of compliance with WorkSafeBC, BC Building Code, and Interior Health requirements.
4. Commitment to cultural considerations, including use of local labor and integration of Indigenous values.

Proposals will be evaluated based on the information provided in response to this RFP. In addition to the above criterion, ᐱᑭᐅᐅ may also consider the following:

- a) Clarification and/or additional information that may be supplied pursuant to requests from ᐱᑭᐅᐅ.
- b) Interviews and/or reference checks that may be conducted at ᐱᑭᐅᐅ’s discretion.
- c) ᐱᑭᐅᐅ’s or related parties previous experience with the proponent; and
- d) Information received from any source ᐱᑭᐅᐅ deems reliable, at its sole discretion.
- e) ᐱᑭᐅᐅ may request clarification from a proponent during the evaluation process.
- f) ᐱᑭᐅᐅ may, in its sole discretion, conduct independent investigations and contact past customers of the proponent.
- g) Short-listed proponents may be required to provide additional information, such as WCB, liability insurance and GST numbers, upon request.

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h) The lowest price or any other tender will not necessarily be successful.

CONFIDENTIALITY

Proponents are expected to keep confidential all documents, data, information, and other materials of ᐃᓄᓄᓄ which are provided to or obtained or accessed by a proponent in relation to the RFP, other than documents ᐃᓄᓄᓄ places in the public domain.

Proponents are expected not to make public announcements or news releases regarding this RFP or entering into an Agreement pursuant to this RFP, without prior written ᐃᓄᓄᓄ approval.

The proponent acknowledges that prior to the Closing Date it may require to enter into a confidentiality agreement with ᐃᓄᓄᓄ to obtain access to confidential materials relevant to preparing a response to the RFP.

CONTRACT

By submitting a proposal, the Proponent agrees that should its proposal be successful, the Proponent will enter a contract with ᐃᓄᓄᓄ on the terms and conditions set out in the RFP and such other terms and conditions to be finalized to ᐃᓄᓄᓄ'ᓄ satisfaction.

Schedule A – Service Requirements

ᐃᓄᓄᓄ is seeking: to enter into a contractual agreement for the mitigation and repairs of the Crawlspace located at ᐃᓄᓄᓄᓄᓄ School.

Contractors are asked to provide two options for addressing the issue:

1. Immediate Remediation and Repairs: Performing all mitigation and repair work as soon as possible, minimizing potential health risks but requiring significant coordination during the school's operations.
2. Continuous Monitoring with Delayed Remediation: Implementing temporary measures to control air quality and prevent cross-contamination while delaying remediation until scheduled school breaks, aligning with the ᐃᓄᓄᓄᓄᓄ School year calendar.
3. The proponent will provide demonstration of certification of company and subcontractors including certified Confined Space Certification, Occupational Hygiene, WorkSafeBC Fire & Flood Restoration Contractor certification, Water Restoration and Mold Remediation etc.
4. A preliminary work schedule including estimated start dates, work timelines and estimated substantial completion date.
5. The financial breakdown, including any deposits or cash flow requirements.
6. Construction standards required: British Columbia Building Code, National Building Code, Electrical and Plumbing code, WorkSafeBC and all other codes and regulations that are applicable.

Schedule B – Proposal Content Requirements

Organizational Information

- a) Firm Name
- b) Mailing Address
- c) Primary Contact Person
- d) Primary Contact – telephone and email address
- e) Firm Classification (Incorporated, Society, Sole proprietor)
- f) How long has the firm been operating
- g) Identification of parent company or affiliated companies
- h) Regulatory/Compliance body(ies) overseeing the firm as applicable to the services outlined in this RFP and personnel proposed
- i) Describe your client base, including types of clients served, length of typical relationship.
- j) Describe the levels of insurance coverage
- k) How does your firm address correspondence with clients

Personnel, Qualifications, and Experience

- a) A brief description of your firm including any qualifications you consider relevant.
- b) A description of your firm’s experiences in performing similar work, including two (2) references or testimonies.
- c) Identify the lead personnel responsible to lead the delivery of the services the proponent is prepared to offer and their expected involvement. ᑭᐱᑭᐱ expects that each of the identified lead personnel will be licensed and in good standing to perform the services in British Columbia.
- d) Describe the relevant experience of the lead personnel and include their resumes and professional designations.
- e) Provide a brief description of your firm’s staffing resources that will be utilized to meet the service requirement of ᑭᐱᑭᐱ as outlined under this RFP.
- f) If relevant, provide the above information for any sub-consultants that you propose to engage to provide the services.

Fee Proposal

All prices should be:

- Exclusive of applicable GST.
- In Canadian dollars.

Conflict of Interest Disclosures

Please disclose any actual or potential conflicts of interest that your firm may have in the management of this account, please describe how they are addressed. If a proponent has no such conflict of interest, a statement to that effect should be included in its proposal.

Appendix A: Picture of damage



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Appendix B: ʔaqamnik' School Drawings can be requested at nhalasz@aqam.net