



REQUEST FOR PROPOSALS

RFP No.: CAL-ASB-2025

Issue Date: November 12, 2025

Closing Date: January 5, 2026, Noon (EST)

PROJECT:

Asbestos Management Program and PSAB 3280 Compliance Framework

1. INTRODUCTION

The Municipality of Calvin ("the Municipality") is seeking proposals from qualified firms to provide professional services for the development and implementation of a comprehensive Asbestos Management Program and Asset Retirement Obligation (ARO) Financial Framework in accordance with Ontario Regulation 278/05 – Designated Substances – Asbestos, under the Occupational Health and Safety Act (OHSA), and PSAB Standard PS 3280 – Asset Retirement Obligations.

This project will ensure that the Municipality fulfills its statutory responsibilities for asbestos identification, management, and reporting, as well as the financial recognition of related liabilities.

2. BACKGROUND

Under OHSA Regulation 278/05, the Municipality of Calvin is required to identify, manage, and maintain accurate records of asbestos-containing materials (ACMs) in all municipal buildings. Additionally, PSAB Standard PS 3280 mandates that municipalities recognize and account for the financial liabilities associated with the retirement and remediation of such materials.

Failure to comply with PS 3280 may result in:

Misstated financial statements and inaccurate reporting of liabilities.

Qualified or adverse audit opinions from municipal auditors or the Office of the Auditor General of Ontario.

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Phone: 705.744.2700 Email: administration@calvintownship.ca

Reduced public confidence in financial management and potential impacts on borrowing capacity or credit rating.

Operational and legal risks if obligations tied to health and safety are not properly funded or managed.

3. PROJECT OBJECTIVES

The successful Proponent will assist the Municipality in achieving the following objectives:

- Conduct a comprehensive baseline survey of asbestos-containing materials (ACMs) in all municipal facilities.
 - Fire Hall
 - Sand Dome
 - Public Works Garages (2)
 - Municipal Office Complex / Recreation Hall
 - Equipment/Recreation Storage Building
- Develop and maintain a formal Asbestos Management Plan to ensure compliance with OHSA Regulation 278/05.
- Develop a financial framework for Asset Retirement Obligations (AROs) in compliance with PSAB Standard PS 3280.
- Design and deliver staff training and occupant awareness programs.
- Establish a sustainable system for ongoing compliance, monitoring, and reporting.

4. SCOPE OF WORK

The selected firm will be expected to:

- Conduct detailed inspections and sampling of ACMs across all municipal facilities.
- Prepare a comprehensive asbestos inventory and risk assessment report.
- Develop an Asbestos Management Plan, including procedures for safe handling, maintenance, and abatement.
- Create a PS 3280-compliant ARO financial model and supporting documentation for accounting purposes.
- Provide training sessions for municipal staff and develop communication materials for building occupants.
- Deliver all documentation and digital data in formats suitable for municipal records management and reporting.

5. PROPONENT QUALIFICATIONS

Proponents must demonstrate:

- Certification and proven experience in asbestos surveying and management.
- Expertise in developing Asbestos Management Plans for municipal or commercial facilities.

- Knowledge of OHSA Regulation 278/05 – Designated Substances – Asbestos, including safe handling and reporting requirements.
- Experience developing financial frameworks for Asset Retirement Obligations (AROs) in compliance with PSAB Standard PS 3280.
- Capacity to design and deliver staff training and awareness programs.
- Ability to meet timelines and deliverables to the satisfaction of the Municipality.

6. PROPOSAL SUBMISSION REQUIREMENTS

Proposals shall include the following:

- Cover Letter and Company Profile
- Project Understanding and Methodology
- Work Plan and Schedule
- Team Qualifications and Experience
- Relevant Project References (minimum of 3)
- Cost Proposal (separate envelope or section) including breakdown by task and deliverable
- Proof of Insurance and WSIB Clearance Certificate

7. EVALUATION CRITERIA

Proposals will be evaluated on the following weighted criteria:

Evaluation Criteria	Weight
Understanding of Project and Methodology	25%
Relevant Experience and Qualifications	25%
Work Plan and Schedule	20%
Cost Proposal	20%
References and Past Performance	<u>10%</u>
	100%

The Municipality reserves the right to request clarifications or conduct interviews prior to final selection.

8. PROPOSED TIMELINE (subject to change)

<u>Milestone</u>	<u>Date</u>
RFP Issued	November 12, 2025
Proposal Submission Deadline	January 5, 2026, Noon
Opening of Submissions	January 5, 2026, 12:10
Notification of Successful Firm	January 7, 2026
Project Completion Date	by March 31, 2026

9. SUBMISSION DETAILS

Submission Deadline: January 5, 2026, at Noon (EST)

Submission Method: Electronically to cao@calvintownship.ca or by hard copy, in a sealed envelope delivered to 1355 Peddlers Drive, Calvin, ON P0H 1V0, clearly marked "RFP No.: CAL-ASB-2025, Asbestos Management Program and PSAB 3280 Compliance Framework".

10. TERMS AND CONDITIONS

The Municipality reserves the right to reject any or all proposals and to accept the proposal deemed most advantageous.

The lowest cost proposal will not necessarily be selected.

Proposals received after the deadline will not be considered.

The successful firm will be required to enter into a formal agreement with the Municipality outlining scope, deliverables, timelines, and payment terms.