

# REQUEST FOR PROPOSAL (RFP)

## Asbestos Inspection and Abatement Services

**RFP Number:**

**Issue Date:** 03/26/2026

**Proposal Due Date:** 04/01/2026 3:00 PM

**Issued By:**

Crawford Tech

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Meadville Pa, 16335

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## 1. INTRODUCTION

Crawford Tech is requesting proposals from **qualified environmental consulting firms** to perform asbestos inspection and possible abatement services for the facility described in this Request for Proposal (RFP).

As set forth below, the facility that is the subject of this RFP is an annex building that was acquired by Crawford Tech in 2024 (“Annex Building”). Prior to purchasing the Annex Building, Crawford Tech retained the services of Porter Consulting Engineers, P.C. to, amongst other things, inspect the Building for the presence of asbestos-containing materials (“ACM”). An inspection was conducted by a certified asbestos inspector, who prepared a report of the findings dated March 20, 2024 (“2024 Inspection Report”). After the Annex Building was acquired by Crawford Tech, much of the ACM identified in the 2024 Inspection Report was removed from the Building. The purpose of this project is to identify and possibly abate ACM that remains in the Building.

The selected firm must have the necessary qualifications and certification(s) to inspect and abate (*i.e.*, properly remove and dispose of) ACM in accordance with applicable federal, state, and local laws.

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## 2. PROJECT INFORMATION

**Project Name:**

Crawford Tech Annex (Annex Building)

**Project Location:**

20763 Old Ellis Hill Rd Meadville PA 16335

**Building Description:**

Item	Description
Year Constructed	1969
Building Type	Storage/School
Number of Floors	1 with storage loft area
Approximate Square Footage :	8,000 square feet

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## 3. SCOPE OF WORK

The selected consultant shall provide all labor, supervision, materials, equipment, and documentation necessary to complete a certified asbestos inspection and to thereafter complete abatement activities (if applicable), including wiping down all surfaces.

### 3.1 Inspection

The consultant shall conduct a **comprehensive inspection** of the interior of the Annex Building to identify and quantify any and all ACM present in all accessible areas (“Updated Inspection”), including but not limited to:

- Mechanical rooms
- Utility spaces
- Crawlspace
- Attics
- Above-ceiling spaces

Interior building components

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## **3.2 Sampling and Laboratory Analysis**

In the event suspected ACM is identified during the Updated Inspection, the consultant shall sample such suspected ACM to confirm the presence or absence of asbestos.

Sampling to characterize materials shall be done in accordance with all applicable regulatory requirements, and shall be analyzed by an accredited laboratory using approved analytical methods, also in accordance with applicable regulatory requirements. Copies of laboratory reports shall be included in the Final Report (discussed below).

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## **3.3 Material Assessment**

For all confirmed ACM, the consultant shall evaluate and document:

- Condition of the material
  - Whether friable or nonfriable
  - Extent of damage or deterioration
  - Potential for disturbance
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## **3.4 Abatement Cost Estimate / Possible Change Order**

Within 20 days after the certified inspection, any resultant laboratory analyses, and the material assessment have been completed, the consultant shall provide Crawford Tech with a written cost estimate to complete abatement activities (if indicated), specifically the estimated costs to properly remove and dispose of all ACM from the interior of the Annex Building (“Abatement Cost Estimate”) in accordance with applicable federal, state, and local requirements. The Estimate shall include, but not be limited to, advance preparation and submission of an Asbestos Abatement and Demolition/Renovation Notification Form to the Pennsylvania Department of Environmental Protection (“PADEP”).

In the event Crawford Tech, in its sole discretion, agrees to pay the Abatement Cost Estimate, Crawford Tech will promptly communicate in writing acceptance of the Abatement Cost Estimate as a change order to the contract (“Abatement Change Order”), and the consultant shall proceed to undertake and complete abatement work (*i.e.*, proper removal, transportation and disposal of ACM; hereinafter “Abatement”) as authorized by the Abatement Change Order.

On the other hand, in the event Crawford Tech, in its sole discretion, does not agree to pay the Abatement Cost Estimate, Crawford Tech will promptly communicate this in writing, and the consultant will prepare a Final Report detailing results of the certified inspection, any resultant laboratory analyses, and the material assessment as set forth above, and the consultant’s work on

the project will be completed.

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## **4. FINAL REPORT**

Within 30 days after completing work on the project, the consultant shall provide a **comprehensive final report (“Final Report”)** that includes:

### **4.1 Executive Summary**

A summary of findings from the certified inspection, any resultant laboratory analyses, and the material assessment, as well as overall project conclusions.

### **4.2 Inspection Methodology**

A description of inspection procedures and sampling methods.

### **4.3 Laboratory Results**

Complete laboratory analytical reports, copies of which shall be appended to the Final Report.

### **4.4 ACM Inventory**

A detailed listing of identified ACM, including:

- Material description
- Location
- Quantity
- Condition
- Whether friable or nonfriable

### **4.5 Drawings and Maps**

Annotated floor plans identifying ACM locations.

### **4.6 Photographs**

Photographic documentation of representative materials.

### **4.7 Recommendations or Description of Abatement Work**

4.7(a) In the event Crawford Tech elects to **not** enter into an Abatement Change Order pursuant to Section 3.4, above, the Final Report shall include recommended actions, including, as appropriate:

- Operation and maintenance of the Annex Building
- Removal, repair, or encapsulation of identified ACM Abatement of identified ACM prior to renovation or demolition

4.7(b) In the event Crawford Tech elects to enter into an Abatement Change Order pursuant to Section 3.4, above, the Final Report shall include a detailed description of the Abatement work performed by the consultant. Copies of all documents generated in relation to the Abatement shall be appended to the Final Report.

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## 5. REGULATORY COMPLIANCE

All inspections, sampling, laboratory testing, and Abatement activities (if applicable) must be conducted by certified personnel and/or certified/accredited/licensed/permitted laboratory and/or disposal facilities as required by applicable federal, state, and/or local law, including but not limited to U.S. Environmental Protection Agency (EPA) requirements under the federal Clean Air Act, 42 U.S.C. § 7401, *et seq.* and the National Emissions Standards for Hazardous Air Pollutants (NESHAP) for asbestos, 40 C.F.R. Ch. 1, Subch. C, Part 61, Subpart M; the Asbestos Hazard Emergency Response Act, 15 U.S.C. § 2641, *et seq.* (ASHERA) and regulations promulgated thereunder, particularly at 40 C.F.R. Ch. 1, Subch. R, Part 763; applicable requirements of the U.S. Occupational Safety and Health Administration (OSHA) under the Occupational Safety and Health Act of 1970, 29 U.S.C. § 651, *et seq.* and regulations promulgated thereunder, particularly at 29 C.F.R. Subtitle B, Ch. XVII, Part 1926, § 1926.1101; applicable requirements of PADEP under the Air Pollution Control Act, 35 P.S. § 4001, *et seq.* and regulations promulgated thereunder; the Solid Waste Management Act, 35 P.S. § 6018.101, *et seq.*, and regulations promulgated thereunder; and all applicable local ordinances or other requirements.

## 6. CONTRACTOR QUALIFICATIONS

Proposers must demonstrate the following qualifications:

- **Minimum 3–5 years of experience** conducting asbestos inspections
- Inspectors accredited under **EPA ASHERA Asbestos Inspector Training**
- Experience with similar building types
- Access to **accredited laboratory services**

Proposals must include:

- Company background
- Relevant project experience

- Staff qualifications and certifications
- References for similar projects

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## **7. PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS**

Crawford Tech will provide consultants interested in bidding on this project an advance opportunity to briefly walk through and inspect the interior of the Annex Building and review the 2024 Inspection Report on 03/30/2026 from 9:00 A.M.-2:00 P.M.

Proposals must include the following sections:

### **7.1 Cover Letter**

Signed by an authorized representative.

### **7.2 Company Qualifications**

Overview of firm experience, qualifications, certifications, and capabilities.

### **7.3 Project Approach**

Detailed methodology for completing the project.

### **7.4 Project Schedule**

Estimated timeline for completion.

### **7.5 Key Personnel**

Resumes and certifications of staff assigned to the project.

### **7.6 Fee Proposal**

Detailed cost proposal including:

<b>Service</b>	<b>Cost</b>
Certified Inspection	\$
Sample Collection	\$
Laboratory Analysis	\$

<b>Service</b>	<b>Cost</b>
Final Report Preparation	\$
Total Cost	\$

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## **8. PROJECT SCHEDULE**

**Milestone      Date**

RFP Issued 03/26/2026

## **9. INSURANCE / INDEMNIFICATION REQUIREMENTS**

The selected consultant must maintain the following minimum insurance coverage and must name Crawford Tech as an additional insured for the project:

<b>Insurance Type</b>	<b>Minimum Coverage</b>
General Liability	\$1,000,000
Professional Liability	\$1,000,000
Workers' Compensation	Statutory Limits

Certificates of insurance must be provided prior to the start of work.

In addition, in the event Crawford Tech agrees to an Abatement Change Order for the consultant to perform Abatement work, the parties shall execute a written Change Order that also requires the consultant to indemnify, defend, and hold harmless Crawford Tech, its representatives, employees, and agents from and against liability related to any Abatement work that is not performed in strict adherence to applicable federal, state, and/or local law.

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## **10. EVALUATION CRITERIA**

Proposals will be evaluated based on the following criteria:

<b>Criteria</b>	<b>Weight</b>
Experience and Qualifications	30%
Project Approach	25%
Schedule	15%
Cost	30%

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## **11. OWNER'S RIGHTS**

Crawford Tech reserves the right to:

- Reject any or all proposals
  - Waive informalities or irregularities
  - Request additional information from proposers
  - Negotiate with selected firms
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## **12. SUBMISSION INSTRUCTIONS**

Proposals must be submitted by:

**Submission Deadline:**

04/01/2026 by 3:00 PM

**Submission Method:**

Email / Physical Delivery

**Submit To:**

Matt Trypus

Crawford Tech

860 Thurston Rd Meadville Pa, 16335

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