



City of Richmond

January 23 , 2013

Business and Financial Services Department
Finance Division
Telephone: 604-276-4218
Fax: 604-276-4162

Attention: To All Proponents

Dear Bidders:

Re: 5047P – Architectural and Engineering Services for the Cambie Fire Hall and Ambulance Station Project- Addendum #2

This Addendum includes items of clarification, forms part of the Contract Documents and shall be read, interpreted and coordinated with all other parts. Please review and consider the following information in the preparation of your quotation:

- **Add (h) to Section 5.2 Evaluation Criteria (page 6)**
(h) The Proponent's experience using Construction Manager methodology.

1. Question: Under *Section C - Part 1 - (d) - (viii)*, you request within the list of consultants **LEED commissioning**. Does this mean a third party commissioning agent as required by E&A credit 3 Best Practice Commissioning , or is this intended to be the overall LEED consultant? Likewise, under *Section F: Fees* there is a required allowance for **LEED commissioning** – please clarify as per above.

Answer: Yes, the intent is to have a 3rd Party Commissioning Agent as required by E&A Prerequisite 1 and Credit 3 in addition to the Architect providing overall LEED consulting.

2. Question: Appendix A, Section C, Part 1.c Will the City consider relevant buildings outside of Lower Mainland?

Answer: Lower Mainland is preferred, but not required. Other locations within Canada is acceptable.

3. Question: What is the weighting per evaluation criteria?

Answer: Evaluation criteria weighting is not available for bidders.

4. Question: What is the bonding and insurance requirement?

Answer: please delete Addendum 1.3 (g) and replace it with the following: Architect will provide an existing certificate of comprehensive general liability and professional liability insurance (detail insurance requirement in Appendix B 11.1.1.1 and 11.1.1.2)

5. Question: Can the City of Richmond identify which consultants they require to carry this level of coverage as we would need to calculate the incremental cost for Table 3.

Answer: Architect, Electrical Engineering, Mechanical Engineering, and Structural Engineering.

6. Question: Is rezoning application dates from RFP September 1, 2015 correct?

Answer: It's a typo. It should be September 1, 2014.

7. Question: In the milestone dates table provided on p.3 of the RFP document it appears that construction starts (Mar. 27/15) before working drawings are complete (May 21/15).

Answer: The contractor will begin site prep, set up site office and possibly start excavation work in March 2015.

8. Question: Onsite and offsite design services will most likely be required. How would you like to deal with the offsite works? Should we include these assumed works in our proposal or omit them for now? Please note that there are no sanitary sewers on Cambie. A new sanitary sewer will need to be provided in the rear of the site through the school property to tie into the existing sanitary main that runs to the south.

Answer: Refer to question 52.

9. Question: With respect to the offsite works, the City of Richmond typically requires crossing conflicts between city services and private utilities to be identified and field verified by test pitting during the design process. Should we supply a locate plan such that the City can retain a contractor to conduct the field verification to determine the exact locations and depths of the crossings.

Answer: Civil consultant to provide a locate plan. The City will retain contractor to conduct field verification.

10. Question: As the project appears to be targeting LEED Gold, a LEED requirement is to provide an Erosion and Sediment Control Plan. Will you be looking for this to be supplied by Civil or will Richmond retain a separate Environmental consultant to address this item (an Environmental consultant will likely be required to monitor the water quality leaving the site should de-watering (well pointing) be needed)?

Answer: The City will retain a separate Environmental Consultant to deal with de-watering, erosion and sediment control plan.

11. Question: We will require a topographic survey. Should we include fees for a topographic survey?

Answer: Yes

12. Question: This site may require road dedication along Cambie, site consolidation (it is currently multiple lots) and a right-of-way for the sanitary sewer within the school property. Should we include fees for these services or will the City of Richmond to supply a consolidated ready site?

Answer: The consulting team, including the Civil consultant, is to provide drawings, surveys, coordination and any other supporting documents to assist the City to go through the consolidation process.

13. Question: Are legal surveys available to us for our design?

Answer: We will provide any existing drawings we have on our records.

14. Question: Will soil reports (by geotechnical) will be available to us for our design.

Answer: Yes

15. Question: In general an architectural firm is responsible to provide Construction Progress Reviews. Appendix D (c.1) lists construction meeting minutes and action list to be provided by the architectural firm, however it is standard practise for the contractor to be responsible for such items. Please confirm this is the case.

Answer: See question 39.

16. Question: Appendix E lists a Vehicle Inspection Guide. Please confirm guide to be provided upon award. Included in RFP 5047P only.

Answer: Please see attachment

17. Question: Appendix E makes reference to these being Post-Disaster buildings. Please clarify the extent to which these are post-disaster buildings.

Answer: The building should be functional and operational for its intended use after a disaster as required by the Building Code definition.

18. Question: The RFP requests that the design and review of seismic restraint for architectural, mechanical and electrical items be included. It is common practice that these are delegated to an engineer(s) retained by the respective sub-trade(s). Please confirm whether this will be permitted.

Answer: Confirm that design is by Engineer retained by the sub-trade, review by the successful proponent Consultant Team.

19. Question: Please confirm the extent of Off-site work to be included in the proposals. As a specific item, please confirm whether the consultant team is responsible for new traffic controls in front of each firehall.

Answer: Comment on the requirement for New Traffic Signals to be provided by the Architect's Traffic Consultant. If New Signals are required, it is outside the scope of this RFP. Civil scope has been answered previously.

20. Question: Addendum 1, item 2. A) ii. – please confirm what is meant by “depth”

Answer: Depth refers to the ability of the firm to provide a variety of services. ie: in house 3d modelling, in house marketing, in house interior design etc.

21. Question: Addendum 1, item 2. d) – please confirm what is meant by “depth”

Answer: Depth refers to the ability of the firm to provide a variety of services.

- 22. Question:** Appendix A, Section F, item e), reference to “Appendix B [Article 18]” seems incorrect. Please advise

Answer: Please refer to Appendix B [Article 11] not [Article 18]

- 23. Question:** Is it okay to not use MS Project for our proposal submission?

Answer: Please submit schedule using MS Project.

- 24. Question:** How many formal presentations are expected to be made during this process?

Answer: The Architect is asked to include the number of presentations required in order to successfully communicate the design intent to the user groups, Senior Management and Council (if required) for approval.

- 25. Question:** Could you please define the role the City sees for the LEED Commissioning Agent so as not to be confused with LEED administration for the certification of both or either projects?

Answer: Both LEED Commissioning Agent and LEED Administration are required to be included.

- 26. Question:** Should the fees for LEED registration and certification be combined with the LEED Project Management (administration) fees or as a disbursement?

Answer: Please include ALL LEED related fees in the proposal.

- 27. Question:** Renderings are noted in the Appendix C chart as being part of basic services but listed under Reimbursable expenses in section 4.5 of Appendix B. Would you like these included in the proposed basic fees or is this up to the discretion of the proponent?

Answer: The Architect is asked to include Architectural Renderings in order to successfully communicate the design intent to the user groups, Senior Management and Council (if required) for approval. The Consulting team must include the capability to provide 3D rendering as required and is part of the basic fee.

- 28. Question:** Are any services required of the proponent team for the demolition of the existing fire hall?

Answer: No.

- 29. Question:** In Appendix C, Schedule A to Document Six – Architect’s Services and Client’s Responsibilities under Contract Administration – Field Functions it states: “Additional Project Representation – If the client requires this service, set out in writing, the agreed terms and conditions as well as remuneration of additional representation on site.”

Answer: Change to F2 for FH #3.

- 30. Question:** Only RFP 5047P provides a short description of the landscape scope of work in the Ambulance Station Design Standards under item 3.6 Landscaping. What is the scope of landscape work for the Cambie Firehall portion of the project as well as the Brighthouse Firehall project?

Answer: Landscape design to be as per Bylaw Requirements, LEED principles and for Firehall No 3, BC Ambulance Design Standards.

- 31. Question:** Item 2.3 Project Budget-It is our assumption that the demolition of the existing facilities on site is not included in the current project budget as defined under item 2.3 Project Budget and therefore not within scope of this proposal to you. Please confirm.

Answer: We confirm that demolition of the existing facilities is outside the scope of this RFP.

- 32. Question:** Item 2.4 Construction Manager-This item suggests that the project will be procured through a Construction Management contract which often entails multiple bid packages rather than a single tender (this is confirmed on Page 4 of Appendix A to Doc6). This has a significant impact on our work and in estimating our fee. Can the City of Richmond define how many trade packages Stuart Olsen Dominion Constructors Inc, intend to put out to tender during the procurement phase?

Answer: Assume that a single tender package is issued to the Construction Manager. It will be in the Construction Manager's scope to break up the single Tender package into appropriate trade packages.

- 33. Question:** Appendix A proposal Contents Part 1 – Project Team (d) and Item 1.1 Purpose - Sub-Consultants- There are several contradictions on the required sub-consultants for this project. Item 1.1 Purpose identifies that the team include architectural, mechanical, electrical, structural, civil, traffic, code, LEED Commissioning and landscape. In addition a list is provided in Appendix B Item 3.1 and Part 1 of Appendix A Item (d) which is similar but does not include LEED Commissioning as stated in Item 1.1. Please clarify.

Answer: Yes, please include the LEED Commissioning Agent.

- 34. Question:** Appendix A proposal Contents Part 1 – Project Team (d) and Item 1.1 Purpose - Sub-Consultants -One of the requirements of the proposal is LEED Certification, so we assume that the City wish us to retain or perform LEED certification and coordination tasks within our fee proposal. This is not within the F1 Basic Services defined in Appendix A to Document Six , 2006. Please confirm.

Answer: Please include LEED certification and coordination tasks (including registration) in the fee proposal as an F1 Service.

- 35. Question:** Appendix A to Document Six, 2006- Coordination Phase-This section is not complete and should include a list of all the required consultants as clarified by our questions in Q.6 above.

Answer: Assume this is in reference to Q3...Under Coordination, for both RFP's Other Engineers to include: Code, Landscape, Civil, Traffic and LEED. Geotechnical and Environmental to be excluded for both projects.

- 36. Question:** Appendix A to Document Six, 2006- Schematic Design Phase-3D Computer Modelling and Architectural Renderings are included as part of F1 Basic services, but it is hard to determine what is required because the scope is not defined in the RFP. The quantity, quality and number of items can vary considerably so is hard to estimate what you require at this point in the process. Item (a) in Appendix D Schedule B to Document Six – Architects Deliverables states that these items are deliverables “if required”. Can the City confirm their specific requirements or add these items to F2 Additional Services?

Answer: The Architect is asked to include 3D Modelling and Architectural Renderings in order to successfully communicate the design intent to the user groups, Senior Management and Council (if required) for approval. The Consulting team must include the capability to provide 3D modelling as required.

37. Question: Appendix A to Document Six, 2006 - Negotiations with AHJ Phase-The box for Provincial Fire Marshall approvals is required as a Basic Service. We assume that this approval will be done at the Municipal level and is not reviewed at the Provincial level. Please confirm.

Answer: Architect is required to provide the supporting documents to the Authority having Jurisdiction.

38. Question: Appendix D- Schedule B to Document Six – Architects Deliverables-Item (b).1 Detailed Design Phase. Items .1.i,.ii,.iii, .iv state that the Architect will provide cost estimate and budgets. This work will be completed by the Cost Consultant and Construction Manager and should not be included here. Please confirm.

Answer: The Architect is required to provide a design that meets the construction budget. The City will procure a 3rd Party Cost Estimate.

39. Question: Appendix D- Schedule B to Document Six – Architects Deliverables-Item (c).1 Contract Administration Phase. Item .1 we assume that in a CM contract basis, weekly/bi-weekly (as required) construction meeting minutes and action list would be completed by the CM. Please confirm.

Answer: Contractor to provide meeting minutes for Construction Meetings. Architect to provide minutes for meetings during the Planning and Design phases. Consulting Team is required to provide all field reports.

40. Question: Appendix D- Schedule B to Document Six – Architects Deliverables-Item (c) .2 asks for weekly reports during construction. It is more typical for the architects to complete reports on a bi-weekly basis for these types of projects. Please confirm if this would be acceptable.

Answer: Biweekly is acceptable

41. Question: Appendix D- Schedule B to Document Six – Architects Deliverables-Item (c). 1 Contract Administration Phase. Item .1 We assume that in a CM contract basis, weekly/bi-weekly(as required) construction meeting minutes and action list would be completed by the CM. Please confirm.

Answer: Biweekly is acceptable

42. Question: Appendix A to Document Six, 2006 - Schematic Design Phase-Marketing Documents included as part of F1 Basic services, but it is hard to determine what is required because the scope is not defined in the RFP. The quantity, quality and number of items can vary considerably, so is hard to estimate what you require at this point in the process. Item (a) in Appendix D Schedule B to Document Six – Architects Deliverables states that these items are deliverables “if required”. Can the City confirm their specific requirements or add these items to F2 Additional Services?

Answer: Please change to F2.

43. Question: Appendix A to Document Six, 2006- Contract Administration-Additional Project Representation is indicated as F1 Basic Services. It is difficult to quantify this item because the project representation material and the remuneration of the representation required is

unknown. Please provide more detail requirements or confirm to move this item to F2 Additional Services.

Answer: Please change to F2.

44. Question: What is the intent on the tendering process for the projects? There are no dates or durations for tendering indicated in the Milestones listed under Project Timing. Should we anticipate a single tender package or phased tenders?

Answer: The project is to be procured as a single tender package through City's Construction Manager (Stuart Olson Dominion Construction). The tendering process is embedded within the duration of construction. Refer to Question 32 for further details.

45. Question: For both RFQ's: Appendix C lists the Statement of Requirements or Building Program as a Client Responsibility, versus Appendix D (a.1) lists the Final Program as a Proponent responsibility. Please confirm if the client will be providing the technical requirements for each space.

Answer: The City will be providing programming requirements that consists of table of areas and adjacency.

46. Question: 2.7 Project Timing the working drawing completion date is later than the construction start date. Is this correct?

Answer: Correct. The construction duration allows for preconstruction set up and tendering.

47. Question: Appendix C, Contract Administration, "Additional Project Representation", This item is listed as F2 for Brighthouse and F1 for Cambie. We believe it should be an additional service F2.

Answer: F2

48. Does the City expect to receive quotations for offsite services from bidders in their RFP or is the City engineering staff completing this work? The questions below are related to having the proponent complete the offsite Servicing Agreement works and are not applicable if this work is performed by the City.

Answer: Engineering staff will confirm whether they will complete the offsite design at a later date.

Please provide an allowance for offsite design with your proposal. The scope includes offsite service design & coordination. Upgrade requirements are going to be prescribed by the City. The allowance shall include design fees for tie-ins to existing system and/or design fees for sanitary/storm/water system as required. Civil engineering service should also include coordination with 3rd Party utility providers.

If the City decides to ask the Civil Consultant to complete the offsite design, it will be considered as work outside of scope, extra consulting fee will be applied.

49. Question: APPENDIX E, SCHEDULE C TO DOCUMENT SIX - PROJECT REQUIREMENTS; Item (1) - in planning the space included in the Project, consider the space planning report (to be provided at a later date) prepared by Process Four, the space planning consultant, including Process Four's recommendation for floor layout. We would appreciate if you could please confirm if this report is a detailed facility program that outlines the spatial and

technical requirements for each space or is it more of a space list and blocking diagram? If you could provide a sample page that would be helpful.

Answer: The square footage will be included in the Process Four report. A detailed list of requirements for each space will be provided as well as space adjacencies.

- 50.** The RFP documents identify traffic consultant as one of the proponent teams; however, it does not specify the tasks or roles of the traffic consultant in the assignments. Could you indicate the expected services of the traffic consultant under the different phases of the projects?

Answer: (Only required RZ, no DP): Traffic consultant is responsible for Access Configuration and Site Circulation study. If the site triggers more than 100 vehicles per hour in the peak period or at the discretion of staff, a Transportation Impact Study is required. The Transportation Impact Study should be prepared according to City of Richmond's Engineering Design Specs Section 7.24. Transportation improvements / requirements (i.e., road dedication/right-of-way, frontage works, etc.) may be required and would be confirmed as part of the development review process.

Yours truly,

A handwritten signature in black ink, appearing to be 'SB' with a stylized flourish extending downwards.

Sharon Bentley, SCMP
Buyer 2



Ministry of
Transportation
and Infrastructure

DESIGNATED INSPECTION FACILITIES

Authorization
Classes of Vehicles
Endorsements
Duties and Responsibilities
Service Standards
Building and Equipment Requirements
eForms
System Requirements
Inventory
Monitoring, Auditing & Sanctions

Authorization

The Director of Commercial Vehicle Safety and Enforcement is empowered by Section 217 of the *Motor Vehicle Act* to authorize facilities to have vehicle inspections conducted within their premises. Generally, the facility is a privately owned business that has been approved to inspect various types of vehicles, not owned by the business, to ensure they meet the standards of inspection and repair set out in the *Motor Vehicle Act* and *Regulations* and other standards.

A Designated Inspection Facility (DIF) must maintain legal entity status, have a valid business licence (where applicable) and have a valid ICBC Garage Policy. A CVSE Vehicle Inspector will routinely inspect the facility to ensure that the facility meets the criteria stated in the Act and Regulations.

The application process for a DIF is listed in Section 5 – Applications, Renewal and Amendments.

Classes of Vehicles to Inspect

Facilities must state on their application what classes of vehicles they wish to inspect. The classes are:

- 1 – Motor Vehicles 5,500 kg licensed GVW or less
- 2 – Motor Vehicles 5,501 kg licensed GVW or more (not including buses)
- 3 – Trailers
- 4 – Buses
- 5 – School buses
- 6 – Motorcycles

Endorsements

The endorsements are:

Pressure Fuel – an Authorized Inspector with a pressure fuel endorsement must be identified on the DIF application.

Air Brake - inspections may only be conducted by an AI who is endorsed for Air Brake inspections. This endorsement is included for Commercial Transport and Heavy Duty trade qualified Authorized Inspectors. Please contact CVSE Branch to inquire about the training requirements to receive endorsement for other trade qualifications.

Diesel Opacity – only DIF's specifically authorized to perform emission inspections may do so. All AI's with an endorsement for Diesel Opacity inspections must be identified on the DIF application. For more information on this program, see the website at <http://www.th.gov.bc.ca/ACOR>.

Restrictions/Conditions

Facilities may have special restrictions or conditions pertaining to the vehicles they are authorized to inspect. The restrictions/conditions are printed on the facility licence.

Duties and Responsibilities of a DIF

It's the Law...

Within 10 days, inform CVSE of any change of owners, legal name, location, mailing address or telephone number.	MVAR 25.11
Prominently display:	MVAR 25.12(1)(a)
<ul style="list-style-type: none"> • current inspection facility designation certificate, and • Certificate(s) of Qualification of AI's 	
Ensure only an AI conducts the inspections.	MVAR 25.12(1)(b)
Electronically submit inspection reports within 10 days of the inspection.	MVAR 25.12(1)(c)
Keep a signed record of each inspection for not less than 18 months.	MVAR 25.12(1)(d)
Maintain safe custody and control of unused certificates of approval, and report any loss or theft to CVSE immediately.	MVAR 25.12(1)(e)
Maintain decal inventory control sheets, stock purchase orders and receipts.	MVAR 25.12(1)(e)
Ensure the facility is equipped with proper tools, appliances, devices, manuals and documents, as required by the standards, to enable operators within the facility to manage it efficiently and to enable authorized persons to ensure that vehicles comply with the standards.	MVAR 25.12(f)(i)
Ensure all inspections are performed according to the standards.	MVAR 25.12(1)(f)(ii)
Have an up to date version of the Vehicle Inspection Manual on site and available at all times.	MVAR 25.12(1)(f)(iii)(A)
Have a current version of Division 25, MVAR on site and available at all times.	MVAR 25.12 (1)(f)(iii)(B)
During business hours, permit a peace officer or authorized person to enter the inspection facility for the purpose of examination of equipment, records of inspection and issued and un-issued inspection certificates and permit such persons to make copies of documents.	MVAR 25.12(1)(g) & (i)
Maintain a record of issued inspection certificates including the inspection certificate number and the vehicle registration number or the VIN of the vehicle to which the inspection certificate was issued.	MVAR 25.12(1)(h)(i) & (ii)
Authorization may be cancelled by the director for violations, either entirely or for inspection of a class of vehicle. After notification of cancellation, the person to whom it was granted must return all authorization documentation to the director.	MVAR 25.32 (1-3)

Service Standards

Keep up with changing technology.

Maintain a record of facility and AI upgrades.

Ensure the facility and its operation conform to Worksafe BC requirements and applicable building code requirements.

Keep the facility in a clean and orderly condition.

Purchase decals in person and present the original copy of your Designated Inspection Facility Certificate.

Building & Equipment Requirements

The following facility standards and equipment are necessary in all Designated Inspection Facilities:

Building Requirements

- Weather tight building having a smooth concrete floor. A building that has a permanent roof and windows and doors that can be closed,
- Adequate lighting and workspace for AI's,
- Clear floor space and overhead clearance for work on vehicles in every classification for which the facility is or is to be authorized,
- The building must fully accommodate the vehicle being inspected,

Equipment Requirements

Minimum tool requirement	Vehicles inspected
Standard issue domestic / metric hand tools applicable to vehicles and systems to be inspected	All vehicles
Optical headlight aiming device suitable for vehicles being inspected	All vehicles
Wheel assembly removal device	All vehicles
Device capable of lifting dual wheel assembly	Vehicles over 8,200 kg
Brake drum and lining / pad measuring tools (only tools specially designed for the purpose are acceptable)	All vehicles
Overhead / walk-under hoist or pit	Vehicles 5,500 kg and less
Hydraulic / pneumatic floor jack and jack stands	All vehicles except vehicles 5,500 kg and less, and motorcycles
Tire tread depth gauge in 1/32nds of an inch and mm	All vehicles
Tire pressure gauge	All vehicles
Steering / suspension free play measuring device(s) – KPI tools, dial indicators, Go-No-Go gauges or other tools specifically designed for the purpose	All vehicles
Torque wrench appropriate for wheels / rims inspected	All vehicles
Gauges for fifth wheel king pin, jaws and pintle hitch, as required for vehicles being inspected	Trailers
Digital voltmeter	Pressure fuel
Digital decibel meter	All vehicles
Chamber Mate or device for measuring air brake chamber size	Vehicles equipped with air brakes

eForms - On-line Inspection Form Completion

All private and commercial vehicle inspection reports must be completed on-line.

The facility must have a computer and printer. The computer must be able to be used for access to the eForm system. Detailed information is available in the eForms "Quick Reference Guide" and eForms "User Guide" at the Vehicle Inspection Program website.

The Private Vehicle Inspection Form and the Commercial Vehicle Inspection Form are completed on-line, and the Structural Integrity Assessment Form (the form used for Salvaged, Modified and Reconstructed vehicles) is available at the same website to be printed and completed off-line.

To navigate to the Vehicle Inspection Program website, go to www.cvse.ca and click on 'Vehicle Inspections'.

System Requirements:

BCeID: The facility will require its own BC government user ID and password, a Business BCeID. To obtain one, go to www.bceid.caregister and click on 'Business BCeID'.

Internet Connection: The facility will need an upload speed of more than 256 KB/sec. Dial-up connection is NOT recommended.

Hardware:

- Processor: 500 MHz RAM: 256 MB
- Disk space: 200 MB
- Display resolution: 800 x 600 in 16-bit color
- Printer – Laser or inkjet with PostScript support

Supported Operating Systems: Microsoft Windows XP, Microsoft Vista, Mac OS X

Software:

- Adobe Reader Version 8.0 or 9.0 from www.adobe.com
- Java Version 1.4.2 or above
- A web browser (any one of Internet Explorer Version 6 or 7, Firefox, or Safari)
- Anti-virus protection is strongly recommended.

Inventory

Facilities must complete a Vehicle Inspection Program Order Form to obtain stock either from Service BC centres or Appointed Agents. This form is available on-line at http://www.th.gov.bc.ca/CVSE/vehicle_inspections/inspection_forms.htm

You will need an original copy of your facility licence when you go to purchase inventory. The name and number on your Vehicle Inspection Program Order Form must match the name and number shown on your facility licence.

Current inventory prices

Certificate of Approval or PM decals	\$3.00 ea
Interim Decals	\$4.00 per/pad
Large Inspection Station Decal	\$6.00 ea

The Vehicle Inspection Manual subscriptions and applicable Acts and Regulations are available from the Queen's Printer at <http://www.vsis.qp.gov.bc.ca/default.htm>.

The PM decals and Large Inspection Station Decals are only available from CVSE in Victoria.

Certificate of Approval decals and Interim decals are available from a Service BC centre or Appointed Agent.

Inventory control

Facilities must maintain a decal control sheet to record all decals purchased and used. Certificates and decals cannot be transferred from one DIF to another.

All Vehicle Inspection Program inventory must be kept in a secure location. A secure location is a locked room inside the facility (not accessible to the public) or a locked, immovable cabinet.

Lost, destroyed or mutilated inventory

Facilities are to report any loss, theft, disfigurement or destruction of unused inspection certificates to Commercial Vehicle Safety and Enforcement in writing, as soon as possible after the date of loss. Failure to maintain inventory control is sufficient grounds for the Director to revoke the designation of a facility.

Monitoring, Auditing and Sanctions

The CVSE Branch monitors the type, quantity and quality of vehicle inspections performed in BC. Approved facilities are expected to strictly adhere to the provisions of all applicable acts, regulations and standards. The acceptable practices and standards shown in this guide should be viewed as the minimum requirements.

Peace officers and other persons authorized by CVSE Branch are responsible for monitoring the inspections conducted at Designated Inspection Facilities, and other aspects of the operation of the DIF. Their audit reports are included in the CVSE files for the facility.

An audit can be a great opportunity to gain advice about inspection practices and the successful operation of a facility. CVSE requires its Area Vehicle Inspectors to audit each facility in the province regularly, even if it appears to be operating well. If there are problems in areas of a facility's operation, the intent of all parties including the inspectors is to help identify the problems and correct them before more serious sanctions are required.

As provided for in Division 25 of the Motor Vehicle Act Regulations, a violation by an operator of an inspection facility of any of their general duties may be grounds for cancellation or suspension of the designation of the facility by the Director either entirely, or by class of vehicle.

Instances of non-compliance or poor trade practices will be brought to the facility operator's attention and they will be required to take prompt corrective action. This might, for example, involve re-inspection of a particular vehicle, procedural changes relating to how inspections are performed in the facility or refresher training for the Authorized Inspector concerned. Repeated violations of this nature will lead to escalating sanctions.

There are three levels of sanctions which CVSE inspectors are instructed to use when facilities are found not to be compliant with pertinent acts and regulations. They are:

Level I – Audit and possible Violation Tickets, resulting in a Warning Letter

The audit will provide detailed information and advise of compliance requirements. A warning letter, if applicable, will be sent by CVSE.

Level II – Audit and possible Violation Tickets, with potential recommendation for suspension or cancellation

Most audits are conducted as part of the annual facility renewal process. Where there have been complaints about a facility, or where other evidence of non-compliance has come to the attention of CVSE, an audit and/or follow-up audit may also be conducted. This audit, where applicable, may include a recommendation for cancellation of the facility license or immediate suspension of one or more inspector's authorization(s).

Level III – Show Cause Hearing

The show cause process as it pertains to inspection facilities is governed by Sections 118.96(1), 118.97(1), 118.98 and 118.99 of the Motor Vehicle Act.

The above sections require Commercial Vehicle Safety and Enforcement to give notice before taking action to suspend, cancel, restrict or refuse to renew the authorization of a designated inspection facility. The individual or company affected may apply to show cause why CVSE should not take the proposed action.

If the designation for a facility is cancelled, suspended or not renewed, the operator of the Designated Inspection Facility must immediately cease allowing inspections to be carried out at their facility or under their designation. This cancellation of a designation to inspect for the Vehicle Inspection Programs does not affect the ability of the facility to carry out mechanical repairs.

Should a designation be cancelled or suspended, the operator must return all un-issued inspection decals and all other documents given or supplied to them on behalf of the Director. The operator may apply for a refund in respect of these returned supplies.

