



Staff Report FIN2021-023

Title of Report: FIN2021-023 Building Condition Assessments RFP
Department: Finance
Council Date: August 4, 2021

Recommendation:

Be it resolved that Council receive Staff Report FIN2021-023 Building Condition Assessments RFP as information; and

That Council approve the Building Condition Assessments Request for Proposals (RFP) as presented; and

That Council directs staff to release and advertise the Building Condition Assessments RFP document.

Background:

The Province of Ontario legislated requirements for all municipalities to “refresh” their existing Asset Management Plans (AMP), but under specific guidelines spelled out in Ont. Reg. 588/17. Among several new guidelines is the requirement for a section of the AMP that deals with Climate Change, for example. The initial version of the AMP is limited to Core Assets, plus a second expanded version of the AMP must follow, that includes all capital assets.

On September 16, 2020, Council passed the following resolution:

Be it resolved that Council direct staff to apply for a grant opportunity from the Federation of Canadian Municipalities’ Municipal Asset Management Program for an update to the Asset Management Plan; and

That Council commits to conducting the following activities in its proposed project submitted to the Federation of Canadian Municipalities’ Municipal Asset Management Program to advance our asset management program:

1. To update the March 13, 2014 asset management plan for changes in core assets (roads, bridges and culverts, water, wastewater and stormwater management systems); and
2. To identify current levels of service and the cost of maintaining those levels of service for those core assets; and

That Council confirms that the 2020 Budget contained \$58,000 toward the costs of this initiative.

On May 12, 2021, Council passed the following resolution:

Be it resolved that Council receive Staff Report FIN2021-011 2021 Asset Management Plan as information; and

That Council consider for approval the Asset Management Plan as presented, by By-law, on June 2, 2021.

On June 16, 2021, Council passed the following resolution:

Be it resolved that Council receive Staff Report FIN2021-020 FCM MAMP Grant Application as information; and

That Council approves the amendment of the Federation of Canadian Municipalities Municipal Asset Management Program Grant Application as noted in the report and

That Council directs that staff prepare a Request for Proposals to conduct Building Condition Assessments on all Township buildings.

Staff Comments:

Staff have amended the Federation of Canadian Municipalities (FCM) Municipal Asset Management Program (MAMP) grant application to include \$40,000 as a cost estimate for the Building Condition Assessments (BCA) consultants, plus \$20,000 for a portion of engineering consultants and contract compensation costs of the Asset Coordinator, while working on Stage 2 of the AMP, plus \$12,000 of incidentals such as training course registration fees, office supplies, and general contingency. Total Application costs are \$72,000 and the MAMP program grant limit is 80% of costs, up to a maximum of \$50,000. The \$72,000 cost would equate, at 80%, to the \$50,000 maximum grant.

Asset Management relies heavily upon accurate data, similar to financial record-keeping. BCA data is a commonly used source for solid, defensible support for the content, related to municipal buildings, in asset management plans and municipal capital budgets.

Maintenance of municipal facilities is a key element in providing quality levels of service to residents, as is the maintenance of roads and water systems.

Proper asset management practices for facilities will assist municipal operations and decision-making, and will also encourage municipal efficiency and effectiveness in service delivery.

Staff has prepared the draft Building Condition Assessments RFP for Council to consider for approval and release.

Financial Implications:

The 2021 Budget did not anticipate the completion of BCAs in 2021. It is anticipated that the RFP will be awarded in 2021, with the work commencing in

2022, or late in 2021. Grant application to FCM has been submitted to fund the project. If the grant is not provided, the project could be funded from the Modernization Fund Reserve.

Communications & Community Action Plan Impact:

This report has been written and presented to Council in accordance with the Southgate Community Action Plan:

Mission Statement Pillars

- Trusted Government
- Economic Prosperity.

Themes:

- Municipal Services
- Public Communications

Core Values:

- Integrity
- Stewardship

Concluding Comments:

Staff has amended the FCM MAMP Grant Application to include the cost of BCAs and prepared a BCAs RFP for Council to consider for approval and release.

Respectfully Submitted,

Staff:	<u>Original Signed By</u> Alan Selby, Asset Coordinator and Financial Analyst
Dept. Head:	<u>Original Signed By</u> Kevin Green, Facility Manager
Treasurer:	<u>Original Signed By</u> William Gott, CPA, CA, Treasurer
CAO Approval:	<u>Original Signed By</u> Dave Milliner, CAO