



## **Staff Report FIN2021-028**

**Title of Report:** **FIN2021-028 Building Condition Assessments RFP**  
**Department:** **Finance**  
**Council Date:** September 15, 2021

### **Recommendation:**

**Be it resolved that** Council receive Staff Report FIN2021-028 Building Condition Assessments RFP as information; and

**That** Council awards the Building Condition Assessments tender to Bold Engineering Inc. for \$21,700 plus HST.

### **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 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.

On August 4, 2021, Council passed the following resolution:

**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 that staff to release and advertise the Building Condition Assessments RFP document.

The RFP document set out approximate project timelines as follows:

- RFP Close date: September 1, 2021 at 2:00 pm
- Commencement of RFP Evaluations: September 2, 2021
- Recommendation to Council for Approval: September 15, 2021
- Notification of Successful Bidder: September 16, 2021
- Project Commencement: ASAP after Notification
- Substantial Completion: January 31, 2022
- Presentation to Council: March 2, 2022

**Staff Comments:**

On September 1, 2021, a virtual tender opening was conducted at 2pm. Treasurer William Gott, CAO Dave Milliner, and Public Works Manager Jim Ellis participated in the opening of 11 submissions as follows:

	Consultant	Bid Price
1	Bold Engineering	\$ 21,700.00
2	Cambium Inc	\$ 58,765.00
3	Nadine International	\$ 105,120.00
4	UL Business Solutions	\$ 45,148.00
5	Stephenson Engineering	\$ 54,500.00
6	Roth IAMS	\$ 58,475.00
7	JS Held	\$ 57,115.00
8	Wood Environmental	\$ 27,000.00
9	WalterFedy	\$ 79,550.00
10	Accent Building Sciences	\$ 39,987.00
11	McIntosh Perry	\$ 45,000.00

As the bid prices ranged from \$21,700 to \$105,120, the 5 submissions with a bid price less than \$50,000 were reviewed in detail and evaluated using the criteria set out in the RFP. The RFT scoring matrix is as follows:

	Criteria	Weighting	Bold Engineering	UL Business Solutions	Wood Environmental	Accent Building Sciences	McIntosh Perry
1	Qualifications and Expertise	10	10	10	10	10	10
2	Experience with projects of similar size and complexity	20	18	20	20	20	20
3	Project Approach and Methods	20	20	20	20	20	20
4	References	10	10	10	10	10	10
5	Proposal Cost	40	40	28	37	31	29
		100	98	88	97	91	89

Staff recommends awarding the tender to Bold Engineering Inc. for \$21,700 plus HST which was the highest score on the matrix.

**Financial Implications:**

The 2021 Budget did not anticipate the completion of BCAs in 2021. The grant application to FCM would cover 80% of the costs of the project, up to \$50,000. If a grant agreement is not executed, 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 recommends awarding the BCAs tender to Bold Engineering Inc. for \$21,700 plus HST.

Respectfully Submitted,

**Treasurer:**                      **Original Signed By**  
William Gott, CPA, CA, Treasurer

**CAO Approval:**                **Original Signed By**  
Dave Milliner, CAO