



STAFF REPORT TO COUNCIL

Report No: TR2021-13

April 9, 2021

From: Kimberley Goyette, Director of Finance

RE: Awarding of Request for Proposal for Condition Assessment of Buildings

Recommended Motion:

THAT Council of the Township of North Glengarry award the Request for Proposal (RFP) for Condition Assessment of Buildings RFP ADM2021-01 to UL Business Solutions Canada Inc. in the amount of \$48,190.00 plus HST; and

Furthermore, that the Council of the Township of North Glengarry approves a transfer from working reserves in the amount of \$30,000 to top up the budgeted amount.

Background / Analysis:

This RFP is required in order to determine condition assessments of 22 Township of North Glengarry buildings, including a comprehensive facility condition assessment and capital renewal analysis to understand the physical condition and life expectancy of our building assets.

This information is required to provide data to the Township's Asset Management plan and in order to complete requirements under O. Reg. 588/17 which mandates an asset management plan with respect to infrastructure assets. Key components include an inventory, levels of service, lifecycle management and a financial strategy.

Currently the Township does not have this data for its buildings. This RFP will contract consultants to provide this information along with renewal costs for the next 30 years, replacement values, and condition assessments. This expertise is not available in house.

The Township received 13 submissions ranging in value from \$44,633 to \$362,040 plus HST. The submissions were evaluated by two individuals using a weighted matrix for understanding, approach and methodology; project team qualifications; work plan; experience with similar projects; and the cost.

The results for the top five submissions were as follows:

Evaluator 1 Results	Points		Evaluator 2 Results	Points
UL Business Solutions Canada	98.0		UL Business Solutions Canada	98.0
FCAPX	89.5		Stephenson Engineering	91.0
McIntosh Perry	88.0		McIntosh Perry	88.0
Walterfedy	82.5		Walterfedy	86.0
JLL	80.5		JLL	84.0

Based on this information, it is being recommended that the RFP be awarded to UL Business Solutions Canada.

Alternatives:

1. Award the RFP to UL Business Solutions Canada
2. Do not award the RFP.

Financial Implications:

The original budget for this RFP was \$20,000. Based on the bids received, and omitting the extremely high bid, the average bid cost was noted as \$60,700. This would indicate that the budget was too low to begin with. The cost of the RFP is noted at \$48,190 plus HST resulting in a shortfall of about \$30,000. This additional cost would have to be transferred from the working reserve to fund this project.

Attachments & Relevant Legislation:

Requirements under O.Reg. 588/17 Asset Management Planning for Municipal Infrastructure

Others Consulted:

Anne Leduc – Director of Community Services
Rebecca Russell – Treasurer, SDG County

Reviewed and Approved by:
Sarah Huskinson, CAO/Clerk