



## Staff Report

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**Report To:** Rebekah Msuya-Collison, Acting Chief Administrative Officer/Clerk

**From:** **Jeremy Becker, General Manager of Community and Emergency Services**

**Date:** April 17 2023

**Report:** CSD 02-2023

**Subject:** Building Condition Assessment

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### **Recommendations:**

**That** South Huron Council receives the report of Jeremy Becker, General Manager of Community & Emergency Services regarding the Building Condition Assessment; and

**That** South Huron Council accepts the proposal from IRC Building Sciences Group for the delivery of a building condition assessment report in the amount of \$49,500.00 plus HST.

### **Purpose:**

Approval.

### **Background and Analysis:**

On February 16, 2023, a Request for Proposal (RFP) 001-2023 was issued for the provision of completing a building condition assessment for the Municipality of South Huron.

The closing date for the RFP was March 15, 2023. At closing, a total of 7 submissions were received. This request was a two step process with the technical submission kept separate from the cost structure for the services.

Proposals were received from Artas Engineering & Design, Cambium Inc, Englobe Corp, IRC Building Sciences Group, McIntosh Perry Consulting Engineers Ltd., SLBC INC, WSP Canada Inc.

The results were reviewed by the General Manager of Community & Emergency Services, The Community Services Supervisor & The Acting Director of Finance/Treasurer. The results of the proposals are outlined below.

Proponent	Profile – 25%	Experience – 15%	Methodology – 30%	Advisory – 10%	Cost – 20%	Overall Rank
Artas Engineering & Design	1	1	3	3	3	2
Cambium Inc	1	1	4	3	1	5
Englobe Corp	1	1	3	3	6	6
IRC Building Sciences Group	1	1	1	2	2	1
McIntosh Perry Consulting Engineers Ltd	1	1	2	3	5	4
SLBC INC	2	2	3	3	4	7
WSP Canada Inc.	1	1	1	1	7	3

### **Operational Considerations:**

None.

### **Financial Impact:**

A total of \$50,000.00 was incorporated into the 2022 budget for this project. Approval to carry forward this project to 2023 was approved at the December 5, 2022 Regular Council Meeting. The proposal submitted by IRC Building Sciences Group falls within the allocated budget parameters. The work is expected to begin immediately after approval.

**Legal Impact:**

There are no legal implications as a result of this report.

**Staffing Impact:**

There are no staffing implications as a result of the actions outlined in this report

**Communication Actions:**

Proposal Advertisement was posted on the Municipal Web Site and in the HUB. Contract award will be communicated to the public through the publishing of the Council Minutes.

**Policies/Legislation:**

By-Law 59-2013 Remuneration and expenses  
Municipal Act, Section 284

**Consultation:**

Maggie Delbridge, Acting Director of Finance/Treasurer  
Jenna Bilcke, Community Services Supervisor

**Related Documents:**

None.

Respectfully submitted,

**Jeremy Becker, General Manager of Community and Emergency  
Services**

### Report Approval Details

Document Title:	CSD 02-2023 - Building Condition Assessment RFP Results.docx
Attachments:	
Final Approval Date:	Apr 12, 2023

This report and all of its attachments were approved and signed as outlined below:

**Maggie Delbridge - Apr 11, 2023 - 3:35 PM**

**Rebekah Msuya-Collison - Apr 12, 2023 - 9:00 AM**