



## BOARD REPORT

REPORT No.: 2022-61

MEETING DATE: OCTOBER 20, 2022

SUBJECT: CONTRACT AWARD - BUILDING CONDITION ASSESSMENTS

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### RECOMMENDATION

THAT with respect to Report No. 2022-61 (Corporate Services Division), we, The District of Thunder Bay Social Services Administration Board, approve the contract for Building Condition Assessments, totaling \$484,000 (taxes extra), be awarded to McIntosh Perry Consulting Engineers Ltd.;

AND THAT the Chief Administrative Officer and Director, Corporate Services Division be authorized to complete any administrative requirements for the award of this contract, as required.

### REPORT SUMMARY

To award a contract for the provision of consulting services related to Building Condition Assessments (BCA) for the housing portfolio owned by The District of Thunder Bay Social Services Administration Board (TBDSSAB) and the non-profit housing providers funded by TBDSSAB.

### BACKGROUND

On August 9, 2022, the Request for Proposal (RFP) for BCA for Various Sites was posted to TBDSSAB's electronic procurement site. The procurement process closed on September 6, 2022.

In accordance with the Procurement of Goods, Services and Construction Policy and Approval and Signing Authority Policy, contract awards in excess of \$450,000 must be approved by the Board.

### COMMENTS

Five proposals were received in response to the RFP process from the following organizations:

- ABLE Energy Management & Design Corporation;

- Accent Building Sciences Inc.;
- Altus Group Limited;
- McIntosh Perry Consulting Engineers Ltd;
- Pinchin Ltd.

Unlike the tendering process which is based solely on price once specification compliance has been confirmed, an RFP is evaluated by an internal team against specific criteria which is identified within the RFP document, to determine the best approach for the identified outcomes.

The criteria identified within the RFP document was as follows:

	<b>Rated Criteria</b>	<b>Points</b>
1	Understanding of the Scope of Work, Methods and Approach	30
2	Project Team Technical Qualifications and Team Strength	20
3	Related Experience with Similar Projects	20
4	Cost	30
	Total Points	100

The proposal with the highest score must be awarded the contract under public procurement principles.

The proponent with the highest evaluated score for the BCA project is McIntosh Perry Consulting Engineers Ltd. Administration has confirmed that the proponent is compliant with the Proposal specifications.

## **STRATEGIC PLAN IMPACT**

This report relates to the Board's strategic direction of Financial Stewardship, with a focus on ensuring accountability of TBDSSAB resources, and long-term sustainability of TBDSSAB assets.

## **FINANCIAL IMPLICATIONS**



The Board-approved 2022 Operating Budget included \$500,000 under the Canada-Ontario Community Housing Initiative (COCHI) for Building Condition Assessments. COCHI is 100% federally funded.

## **CONCLUSION**

It is concluded that McIntosh Perry Consulting Engineers Ltd. is compliant with the Proposal specifications, has the highest scoring proposal, and should be awarded the contract.

**REFERENCE MATERIALS**

None.

PREPARED BY:	Dave Stewart, Supervisor, Purchasing and Inventory Control
SIGNATURE	
APPROVED BY	Georgina Daniels, FCPA, FCA, Director - Corporate Services Division
SIGNATURE	
SUBMITTED BY:	William (Bill) Bradica, Chief Administrative Officer