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HARMONY CENTRE OWEN SOUND

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Request for Proposal for a Building Condition Assessment, Reserve Fund Study and Energy Audit for Harmony Centre Owen Sound

Terms of Reference

Introduction

This Request for Proposal (“RFP”) is an invitation to prospective proponents to submit proposals for the provision of building condition assessment, reserve fund study and energy audit as further described in the RFP. This RFP is issued by the Harmony Centre Owen Sound supported by funds from the Investment Readiness Program. The person chosen to execute the assessment will be referred to hereinafter as, the Building Consultant.

Background

Harmony Centre Owen Sound has never completed a Building Condition Assessment and Reserve Fund Study. The intent of this RFP is to have both of these studies completed as well as an energy audit for our building located at 890 4- Ave. E. Owen Sound. This study will assist the Board of Directors to understand the physical condition and life expectancy of the building in order to explore fundraising and funding options to sustain the physical integrity of the asset and plan for energy conservation measures for the future. It will also help with assessing our business plan to allow Harmony Centre to be investment-ready.

The Building Condition Assessment (BCA) is required to recognize all physical, operating and functional requirements of the property and cover all the divisions associated with major construction components, systems and equipment.

The Reserve Fund Study (RFS) will incorporate and build on the information from the Building Condition Assessment. Upon determining the life spans of the assessed building elements, provide an estimate of the reserve capital funding requirements for the next 20 years on a yearly basis, for major repairs, replacements, and renovations, so that sufficient reserves are planned for and are made available. The RFS spreadsheet will be submitted in a hard copy and electronic copy. Study should include, but not be limited to, annual expenses and replacement costs over the 20-year period at both present and future values,

reserve fund contribution rates over the 20-year period, the reserve fund closing balance at the end of each year over the 20-year period, and should have no annual interest on the reserve balance allocated to the reserve.

The Energy Audit (EA), using the findings of the Building Condition Assessment, will assess the energy efficiency of the buildings and identify potential energy conservation measures and capital projects, the estimated costs of such projects, the savings in energy usages and CO2 emissions and the estimated payback period from energy savings.

The Consultant must ensure that each of the following are addressed and included in the report, so that the Harmony Centre has all of the technical information required for:

- The current levels of service being provided.
- A summary of the assets in the building
- The replacement cost of the assets.
- The average age of the assets, determined by assessing the average age of the components of the assets where necessary.
- The information available on the condition of the assets.
- A description of the consultant's approach to assessing the condition of the assets, based on recognized and generally accepted good engineering practices where appropriate.
- The lifecycle activities that would need to be undertaken to maintain the current levels of service as described by the Consultant. This shall be for each of the 20 years following the year for which the current levels of service are determined and the costs of providing those activities. This is based on an assessment of the following:
 - i. The full lifecycle of the assets.
 - ii. The options for which lifecycle activities could potentially be undertaken to maintain the current levels of service.
 - iii. The risks associated with the options referred to in subparagraph ii.
 - iv. The lifecycle activities referred to in subparagraph ii that can be undertaken for the lowest cost to maintain the current levels of service.

The Consultant will contact the Harmony Centre's representative when issues arise. The Harmony Centre's representative will be a Board Representative who will be the main point person for this study. The Board Representative will coordinate all activities and will review the draft and final reports, to then be submitted to the Board as a whole.

The Consultant will be required to prepare a time schedule of each of their visits to enable the Board Representative to arrange access to the space with user groups and volunteers. The schedule will be provided within 5 days of the contract award.

Access to the property will be provided during normal business hours, Monday through Friday. After hours and weekend access may be permitted, if arrangements are made with the building coordinator.

Scope of Work

With respect to the Building Condition Assessment, the Reserve Fund Study and Energy Audit, the Consultant will:

Review the following documents and information, if available:

- All architectural drawings and specifications.
- All existing warranties, guarantees and service contracts.
- Records of capital repairs or replacement.
- Maintenance and inspection records and schedules.
- Records of capital items added since original construction.
- Any current contractors' quotations for capital repairs or replacements.
- Records of any planned capital repairs or replacement, including capital budgets both past and present (if available).
- Any other information on known property problems.
- A survey of the building.

Conduct a detailed non-destructive assessment of building elements as described in this document, listing all building elements to provide information on current age, physical condition, remaining life expectancy, quantity estimate, unit cost estimate and total cost estimate.

Identify problem areas that require in-depth destructive testing for proper evaluation of underlying defects and provide a budget cost to perform the in-depth destructive testing.

Calculate and provide a prioritized list of required repairs, retrofits and replacement of existing building elements and provide short- and long-term schedules outlining future replacement date and cost.

Include in all calculations the cost for future replacement, including asbestos remediation costs if required. Calculations are to include, if required, cost to remove and dispose of waste building materials and other waste.

Develop and incorporate 20-year cash flow projections, which list each of the identified elements that will require repairs, retrofits and replacement.

Identify clearly all financial factors and assumptions to be used in the cash flow projections and obtain approval from the Board Treasurer before applying these factors and assumptions in developing cash flow projections. All financial projections should address the time value of money, and separate spreadsheets showing costs at both present and predicted future values are to be provided.

Complete and provide electronic copy of spreadsheets in Excel (.XLS) format. This should be a tool for the Board of Directors to assist with Capital works and Asset Management planning into the future.

Identify potential energy conservation projects for the building, estimated costs, energy savings, CO2 emissions reductions, and estimated payback for expenditures with savings in energy costs.

Photograph examples of deficiencies with a digital camera and include electronic copies with the report.

Covid-19

With the ongoing Covid-19 pandemic and the guiding documents regularly being updated from <https://covid-19.ontario.ca> and [Grey Bruce Public Health](#), the Harmony Centre Owen Sound anticipates that the successful respondent will remain current with required protocols and policies when entering the building as part of their proposed work plan and/or after any requests by the Harmony Centre's Representative to enter into the facility listed within this Request for Proposal. Respondents are requested and encouraged to include in their proposal, any policies or procedures they have developed and undertaken in response to the Covid-19 pandemic.

Existing Drawings and Documentation

Harmony Centre will make available all drawings, specifications, maintenance records and documentation to the Consultant. The Harmony Centre does not assume any responsibility as to the accuracy or completeness of the documentation. The technical Consultant will verify existing conditions based on site inspection and assessment of the property.

Building Area to be Considered

In general, areas to be covered at the property, include, but are not limited to:

- Site work
- Structure
- Building Exterior
- Building Interior
- Electrical Systems
- Mechanical Systems

Site Work

Major components to be assessed are:

- Handrails, sidewalks, exterior stairs
- Surface Drainage
- Plantings and landscaping

The Consultant will conduct a visual review of the site utilities, where possible (i.e. water, sewers, gas, hydro, and telephone) to identify any areas of major concern/deficiencies. Underground testing/camera surveys and lifting of manhole covers is not included.

The Consultant will conduct a general visual review of the exterior site elements (i.e. surface drainage, sidewalks, curbs, exterior lighting, garbage area/structure, handicap ramps, and general landscaping) to identify any area of major concerns/deterioration.

Structure

The Consultant will review the project structure, its performance, signs of deterioration, possible future problems such as cracking of structural members, delamination of concrete, exposure of reinforcing steel, temperature and stress cracking etc.

Major components to be assessed are:

- Columns
- Parapets
- Foundation Walls
- Shear Walls
- Floor Slabs

Building Exterior

The Consultant will review the project building envelope, and its performance, signs of deterioration, anticipate possible future problems such as water penetration, condensation, fogging of glazing units, de-lamination of face brick, failure of caulking, delamination of balcony decks, roof anchors, etc.

Major components to be assessed are:

- Roofing systems
- Building Cladding Systems
- Windows and Doors
- Caulking of control joints and penetrations

Visual Exterior Wall Survey: The Consultant is to conduct a visual review of the exterior walls for the property, including the cladding systems and finishes, glazing and windows, caulking and sealants. The visual survey of the building elevations of the property is required to encompass 100% of each elevation of the building. Visual inspections of the entire elevation are to be undertaken from the ground. Where visual aids (binoculars) may be required due to the height of the building, these are to be used. The Harmony Centre is looking for patterns of damage or aging. The intent of this review is to identify the nature and extent of problems present, check for cracking, other damage and adequacy of jointing, control/expansion joints and caulking.

Visual Roof Survey: The physical condition review of the roofing system will be conducted by visual observations of all roof systems and roof levels. This

includes roofing details, e.g. BUR, inverted, shingled, etc., gravel, insulation, caulking, flashing details, drainage, vent stack penetrations, and details around curbs/mechanical units, and reports prepared by others regarding conditions and/or repairs to the roofs.

For the flat roof areas: the Harmony Centre shall provide access to the roof for the Consultant to conduct the visual roof reviews. All ladders required to access the roofs are to be supplied by the Consultant.

Building Interior

The Consultant will conduct a visual review of the building elements from the interior, including corridors, lobbies, washrooms, common areas/rooms, resident offices and stairways.

Major components to be assessed are:

- Ceiling, wall, and floor finishes
- Interior stairwells
- Interior doors
- Interior lighting fixtures
- Interior plumbing fixtures
- Cabinetry

The visual survey of the interior of building will review:

- Water leakage, cold walls and condensation
- Floor, ceiling and wall coverings
- Cabinetry and countertops
- Sinks, hand basins, baths and water closets
- Windows, including glazing, seals, weather-stripping, drainage features and operating hardware would be visually examined

The building reviews will not include furniture.

Electrical Systems

The Consultant's visual inspection of the electrical system will consist of identification and assessment of the condition of the power system from the Hydro vault, through the switch gear, to the distribution system, to the electrical room. The visual inspection will also including: security system, telephone system and pipe tracing systems. The Consultant will examine lighting illumination in all common areas, and exit to egress.

The Consultant will assess and report on the electrical related fire system components for detection and suppression including fire alarms, horns and detection systems. The Consultant will assess and report on fire containment, egress facilities, fire separations, door and closure ratings, etc.

Major components to be assessed are:

- Distribution Panels
- Transformers
- Fire Systems
- Security Systems
- Exterior Lighting
- Emergency Systems

Mechanical Systems

Major components to be assessed are:

- Heating systems (it is requested that extra attention be considered when reviewing hot water heating system - from boiler all the way to the thermostats in the rooms and the air relief valves).
- Exhaust and ventilation systems
- Water supply and distribution systems
- Sanitary waste removal systems
- Storm water removal systems

Visual Survey: The Consultant will conduct a visual review consisting of identification of the mechanical systems and equipment, a review of the maintenance records of this equipment to identify areas of concern and visual examination of the equipment to assess its working condition.

The Consultant will note inefficiencies in the operation of mechanical equipment, which may cause unnecessary high-energy costs.

The Consultant will assess and report on the mechanical related fire systems for detection and suppression

Code Compliance

In the course of the evaluation the buildings, systems and components and services will be assessed, in general for code compliance, (i.e. Building Code Fire/Life Safety, Occupational Health & Safety Act). This general code compliance assessment does not mean a "Code Compliance Review".

The Consultant is required to determine, during the visual reviews if the building or property is generally, "in a global sense" in compliance with the current laws and regulations governing its operations. Comments provided will be detailed as to the nature of the non-conformance, indicating the section of the code or regulation with which it is non-compliant; the exact location and nature of the non-compliance; and include a description of what is required to rectify the situation.

Reporting

The data and information are to be stored electronically and in Microsoft Excel xls. format. The Consultant is required to submit one original unbound hardcopy and an electronic copy of the Final Report in Microsoft Word and Excel.

The report is to be formatted as follows:

- Letter of transmittal on company letterhead
- Table of Contents
- Executive Summary of major findings and recommendations
- Introduction: a brief statement of property location, property descriptions (i.e. in general terms, date of construction, type, size etc.; plus the purpose of the report, assumptions, assessments techniques, methodology, etc.)
- Definitions and assumptions of all the various standards and terms
- Relative compliance with current building codes and by-laws
- Building Condition Assessment: An evaluation of the condition of the existing property elements, with recommended capital repairs, replacements, upgrades or renovations required over the next 20 years. Costs for all recommended work must be included at both present and future value.
- Reserve Fund Study: A reserve fund study that will project the future costs of capital repairs, and a cash flow analysis of the reserve fund balance. The reserve fund study will include at least the following scenario.
 - Cash flow using the current opening fund balance and an annual contribution
- Energy Audit: An evaluation of the energy performance of each building, identification of potential energy saving upgrades and/or projects, estimated costs, estimated energy savings and CO2 reductions, and estimated payback time from these energy saving retrofits.

The Consultant is to provide a detailed description of the condition of all building elements inspected and details of the recommended repairs.

Digital photographs will be taken of the areas under consideration and of any noted major deficiencies or areas requiring repair. Digital photos must be clear and precise for photocopying. All photographs will be taken using a digital camera and be incorporated into the report in digital format. At minimum the Consultant will provide photographs of each elevation of each roof level and of typical site elements.

The Consultant is required to comment on and integrate into its assumptions, the impact of manufacturer's obsolescence cycles on the replacement cycle and therefore the anticipated life span of specific elements. The assumptions made by the Consultant will be documented in the report and reflected in the Reserve Fund Study.

The Consultant will subsequently submit a draft copy of the report for review by the Board Representative. Three weeks after submission of the draft report,

the Board Representative will provide comments on the Draft report. The Consultant will incorporate the comments in the final reports and submit the final reports by January 31, 2021.

The Board of Harmony Centre intends to use the report to apply for grants and to support fundraising for the building.

Meetings

The Consultant will make provisions in their proposal for the following meetings:

One Consultant orientation meeting with the Board Representative and applicable Harmony Centre Volunteers at contract start-up.

As required, telephone discussions to discuss progress, concerns, etc.

The Consultant will prepare and deliver a virtual presentation to The Board Representative, Harmony Centre Volunteers and any Board Member who chooses to attend, on what a BCA is, what an RFS is, what an EA is, what to expect during the site visit, and the type of information that the Consultant will require from the Harmony Centre. The Consultant will deliver the presentation to the Board Representative three working days before the meeting.

The Consultant will make and retain records of all meetings, telephone discussions and interviews.

The Consultant shall prepare and present a final report presentation to the Board of Harmony Centre.

Prioritization System

To assess the priorities of the repairs/replacements to the various elements at the property, the following ratings from "A" to "E" shall be used:

Priority A – Life Safety: Hazardous conditions which cannot be deferred and which could lead to loss of life or critical or extremely severe injury.

Priority B – Structural Integrity: Conditions, which lead to the deterioration of structural elements of a property, must be investigated and corrected if necessary; structural integrity must be maintained at all times. Failure to do so will lead to unsafe, life threatening conditions and will eventually render the building structurally unsound and physically obsolescent; incapable of performing the task it was designed to do.

Priority C – Legislative Requirements: All property elements, which must be upgraded so that they comply with revision to existing legislation or to the requirements of newly adopted legislation. Work required by municipal orders to comply is not included within this priority.

Priority D – Building Functionality: The repair or replacement of building elements, which have a direct and significant impact on primary building systems. These building systems must be maintained in order to protect the value and operational viability of the asset. Included within this priority is the repair or replacement of building elements, which have reached the end of their useful life. This work is necessary in order to maintain and to prevent the building from becoming physically or functionally obsolescent.

Priority E – Cost Effective Upgrades: Upgrades with cost-effective initiatives which improve the operational efficiency of a property and which have a reasonable payback. Using the Energy Audit include recommendations on energy upgrades to the buildings and relative time frame or cost recovery from energy savings.

Property Assessment Conditions

The following definitions will be used in the text to describe the condition of each element reviewed:

- Excellent Condition: Item(s) collectively are in a condition indistinguishable from new. Individual life spans may vary.
- Good Condition: Item(s) are in a condition to have a collective life span in excess of five (5) years. Individual life spans may vary.
- Fair Condition: Item(s) collectively require some level of immediate attention within the short term (less 5 years), either repair, replacement, or upgrade. Individual life spans may vary.
- Poor Condition: Item(s) collectively require some level of immediate action, either repair, replacement, or upgrade. Individual life spans may vary.

Respondent Selection Procedure

Proposals will be assessed on the basis of information provided by the Respondent at the time of submission as well as any additional information provided during subsequent meetings with the Respondent if required.

An evaluation committee consisting of Directors of the Board and their representatives will evaluate submissions.

Schedule

The following schedule is proposed for the selection of the successful Respondent for this assignment.

Activity	Date
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Request for Proposal Issued	August 26, 2020
Request for Proposal Closed	September 18, 2020
Interviews (if required)	Beginning the week of September 21, 2020
Selection of Successful Respondent	Beginning of Oct 2020

Note: although every attempt will be made to meet all dates, the Harmony Centre reserves the right to modify any or all dates at its sole discretion.

Evaluation Criteria

Proposals will be assessed against the following criteria. The Harmony Centre reserves the right to shortlist respondents for further evaluation and interviews which may alter the final scoring results. Proposals will be scored based on meeting or exceeding the expectations of the established evaluation criteria.

Evaluation Criteria	Weighting
Understanding and Methodology and Approach to this assignment	20
Proposed timeline and schedule and demonstrated ability to complete the proposal on time.	15
Proponent's qualifications and relevant experience	15
Quality of information, tools and sample reports proposed which will facilitate the management of Building Condition Requirements	10
Quality of information, tools, and sample reports proposed which will facilitate the management of Reserve Fund Study	10
Quality of information, tools, and sample reports proposed which will facilitate the management of Energy Audits	10
Proposal Cost	20
TOTAL	100

Form of Proposal

The following list of requirements is to be included in the proposal submission:

Executive Summary

- Professional or Company profile (including sub-consultants)
- Professional or Company history and length of time in business
- Name(s) of Professional or Company principal(s) and their qualifications
- Professional licensing of Professional or Company principals

- Description of the company's structure and staff resources, if applicable
- A summary of Consulting Services provided in the field of Building Condition Assessments, Reserve Fund Studies and Energy Audits over the last three years.
- Team Member Qualifications
- Qualifications of the principal supervisor, with detailed references and resume.

This Supervisor (professional) must be directly involved with the work and must assume full responsibility for all deliverables on schedule.

Proponents are to include an outline of the composition and organization of the Consultant team.

For consistency, the same team members must be maintained for the duration of the project.

Methodology

Attach a summary that describes a detailed understanding of the requirements of this assignment.

Include information clearly describing your proposed methodology to be deployed, set priorities and time schedule, and approach to completing the assignment.

Describe the extent of work to be completed by the Consultant and the extent of work to be completed by the sub-consultants

Sample Report

The Proponent shall provide a sample Building Condition/Reserve Fund/Energy Audit Study report (with any accompanying spreadsheets, etc.) recently completed (within the past three years) by the company.

Prohibited Proponent Communication

Any attempt on the part of any Proponent or any of its employees, agents, contractors or representatives to contact any person other than the Board Representative with respect to this RFP may be grounds for disqualification. Without limiting the generality of the forgoing, no attempt will be made to contact any member of the Harmony Centre Volunteer Team or Director of the Board.

Proponent Not to Communicate with Media

A Proponent may not at any time directly or indirectly communicate with the media in relation to this RFP or any contract awarded pursuant to this RFP without first obtaining the written permission of the Harmony Centre Owen Sound Board Representative.

Confidential Information of the Harmony Centre

All information provided by or obtained from the Harmony Centre in any form in connection with this RFP either before or after issuance of this RFP:

- Is the sole property of the Harmony Centre and must be treated as confidential;
- Is not to be used for any purpose other than replying to this RFP and the performance of any subsequent Agreement;
- Must not be disclosed without prior written authorization from the Harmony Centre;
- Shall be returned by the Proponent to the Harmony Centre immediately upon request of the Harmony Centre, including all copies, both electronic and printed, that may have been provided.

Rights of the Harmony Centre

In addition to any other express rights or any other rights which may be implied in the circumstances, Harmony Centre reserves the right to:

- Request written clarification or the submission of supplementary written information.
- Verify with any Proponent or with a third party any information set out in the proposal;
- Make changes, including substantial changes, to this RFP provided that those changes are communicated to all bidding parties in advance of the Proposal Submission Date;
- Accept or reject a proposal if only one proposal is submitted;
- Select any Proponent other than the Proponent whose proposal reflects the lowest cost to the Harmony Centre;
- Cancel this RFP process at any stage;
- Accept any proposal in whole or part;
- Discuss with any Proponent different or additional terms to those contemplated in this RFP or in any Proponent's proposal; and
- Reject any or all proposals in its absolute discretion.

The Harmony Centre shall not be held liable for any expenses, costs, losses or any direct or indirect damages incurred or suffered by any Proponent, its agents, employees, sub-contractors, volunteers or any other third party resulting from the Harmony Centre exercising any of its express rights under this RFP or exercising any rights which may be implied in the circumstances.

Selection of a proposal will be based on the above criteria and any other relevant information provided by the Respondent(s). Final selection will be based on evaluation of proposals unless it is deemed necessary to conduct interviews with one or more of the consultants. The Consultant determined to be the best qualified to perform this project will be recommended to the Board of Directors for contract award.