

Town of LaSalle



Life Cycle Report

- Request for Proposals -

June 2011

1.0 Introduction

The Town of LaSalle is an urbanizing community located in Southwestern Ontario, with a current population in excess of 27,000 persons. The existing civic centre is situated on 4.1 hectares of land located in the Malden Town Centre, at the intersection of Malden Road and Normandy Street. The following six (6) buildings are located within this civic centre complex:

Town Hall --- a single storey building with 1200 square metres of total floor area, that was originally built over 25 years ago and was expanded and renovated in 1991;

Town Hall Library --- a single storey building that was constructed in 1997 and contains a total of 650 square metres of floor area;

Town Hall Annex --- a single storey building that was built in 1984, and contains a total of 790 square metres of floor area for offices and for parks equipment/vehicle maintenance and repair. Included in this area is the Quonset Hut located to the east of the Town Hall Annex and used by Culture and Recreation for storage purposes;

Police Station Building --- a single storey building with 1040 square metres of total floor area that was originally built over 20 years ago and was renovated and expanded in 1990;

Fire Station Building --- a two storey building that was constructed in 1972, with 580 square metres of total floor area;

Environmental Services Building --- a single storey building that was built in 1990, with 1600 square metres of total floor area for offices and for equipment/vehicle maintenance and repair. Included in this area are the salt dome used by Environmental Services and the utility structures associated with the communications tower.

In order for Council to understand the financial resources that would be necessary to maintain the existing facilities as outlined above for the next 3 to 5 years, it has been deemed desirable to undertake a comprehensive life cycle review.

2.0 Scope of Consulting Services And Key Tasks

- Preparation of a report detailing the current conditions and expected maintenance costs for those facilities outlined in Section 1. This would include the following areas:

1. Foundation and Structural Integrity

- Description of each building and the type of construction;
- Assessment of the structural integrity and the timing of any costs associated with repairs;
- Assessment of all exterior finishes and the timing for any costs associated with replacement/repair

2. HVAC

- Description of all HVAC units (roof top/wall mount/ground);
- Timing and costs to replace/repair units;
- Assessment of HVAC system in each building and the timing and costs associated with replacement/repair.
- The report should also include recommendations (with rationale and costs) for any changes/modifications to achieve optimum efficiencies.

3. Windows and Exterior Doors

- Description of all windows and doors in each building;
- Timing and costs to replace/repair;
- Assessment of the energy efficiency of the windows and doors and provide recommendations (with rationale and costs) for potential replacement.

4. Roofing

- Description of the existing roof on each building;
- Current condition of each roof including any remedial work completed in recent past;
- Timing and costs associated with replacing/repairing roof;

5. Electrical

- Description of the electrical system in each building;
- Description of any deficiencies and costs to address;
- Description of Fire and Life Safety systems and any costs associated with required maintenance/upgrades;
- Description of existing generators, condition and timing/cost to replace/repair/expand.
- Description of lighting used in each building and cost/ timing to replace/repair.
- Report should also include recommendations for changes/modifications to the current lighting in each building to address opportunities for energy conservation.

6. Plumbing

- Description of existing type and condition of plumbing in each building;
- Timing and costs associated with replacing/repairing plumbing fixtures;
- Adequacy of existing plumbing to meet code/town demands;
- Report should also include recommendations for changes/modifications to the current plumbing in each building to address opportunities for conservation.

7. Interior Finishes

- Description of existing interior finishes and timing and cost to replace items including: flooring and paint.

3.0 Consulting Services Deliverables

The consultants will supply the following to the Town of LaSalle:

- A minimum of five copies of a draft report to be submitted no later than 45 calendar days after award of RFP; and
- A minimum of five copies of the final report to be submitted no later than 60 calendar days after award of RFP together with any other documents prepared to complete the tasks as noted herein. An Electronic copy (PDF) of the final report shall be provided to the Town.

Upon payment of all of required professional fees for services the Town of LaSalle will receive ownership of the report and any other documentation produced by the consultant, and without limiting the generality of same, will be able to use the report for whatever purpose the Corporation of the Town of LaSalle deems appropriate.

4.0 Proposal Instructions

The consultant shall prepare a proposal submission that clearly identifies on the outside of the envelope that they are submitting a proposal for:

"Town of LaSalle - Life Cycle Report"

The envelope shall contain the consultant's submission of the proposed work program to be followed to complete this project, incorporating the following information:

- A description of the consultant's understanding of the required consulting services, and a description of the design approach to be used by the consulting team;
- A description of the methodology and techniques to be used by the consultant;
- A summary of the consultant's project team (with an organizational chart and resumes) and a description of the corresponding experience of the principal staff in completing similar projects;
- Identification of any specialized services or sub-consultant services to be used on this consulting service contract, with corresponding resumes and fees;
- Availability of the firm's resources and the estimated time that each assigned staff person will spend on this project;
- A description of the assistance that the consultant expects to receive from Town Staff throughout the duration of this contract.
- Per diem rates for all of the staff to be assigned to this project;
- Total consulting fee to be charged to the Town of LaSalle to complete all tasks as outlined in section 2.0 which will represent the maximum upset fees that shall not be exceeded.

The proposed cost estimate is to be inclusive of all professional fees, travel expenses and other out-of-pocket expenses. All overhead and support will be the consultant's responsibility.

Anyone interested in submitting a proposal to the Town shall be required to attend a meeting scheduled for June 22nd, 2011. All interested parties will be provided a walkthrough of all facilities

which are the subject of the RFP. The Town will not consider any proposal that is submitted where a representative did not attend the required June 22 meeting.

Any revisions to the agreed upon work, which may require additional expenditures to be made, shall require the written approval of the Chief Administrative Officer of the Corporation.

There is to be no payment for the preparation and submission of proposals in response to this Request for Proposals.

The successful proponent shall be required to comply with all Town policies and provided any required police clearances.

The Town of LaSalle reserves the right to negotiate changes to the content and cost of the most satisfactory proposal(s) and, if necessary, interview key personnel. Any in-person interviews will be conducted in LaSalle.

Individuals and/or firms selected by the Town for this consulting service contract will be required to carry a minimum of one (1) million dollars in professional errors and omissions insurance. The successful consultant will be required to enter into a professional services contract for the work as outlined in this RFP.

The Town of LaSalle reserves the right to reject any or all proposals without incurring any liability whatsoever.

Five (5) copies of the written submission are to be sent to the Town of LaSalle, and shall be addressed to the attention of:

**K. Miller, Chief Administrative Officer
Town of LaSalle
5950 Malden Road
LaSalle, Ontario
N9H 1S4**

Submissions will be received until 12 noon, July 13th, 2011.

Any questions regarding this Request for Proposals may be directed to S. Holland, Supervisor of Facilities at (519) 969-7770, ext. 112.