



REPORT

To: Chair and Directors

Report Number: CS-BRD-077

From: Trish Morgan, General Manager of Community Services

Date: April 29, 2021

Subject: PRRD Facility Condition Assessment Contract

RECOMMENDATION: [Corporate Weighted]

That the Regional Board award RFP #19-2021 PRRD Facility Condition Assessments to FCAPX A Division of Roth IAMS for up to \$81,068.30 (excluding taxes) to conduct facility condition assessments and energy efficiency audits, to be completed by August 31, 2021, on ten Peace River Regional District owned facilities which include:

- 1) PRRD Main Administration Building
- 2) PRRD Warehouse
- 3) Charlie Lake Fire Hall
- 4) Moberly Lake Fire Hall
- 5) North Peace Fall Fair Grounds
- 6) Moberly Lake Community Hall
- 7) Jackfish Community Hall
- 8) Cache Creek Community Hall
- 9) Golata Creek Community Hall
- 10) Upper Halfway Community Hall

Further, that the Chair and the Chief Administrative Officer be authorized to sign the agreement on behalf of the PRRD.

BACKGROUND/RATIONALE:

As a requirement of the asset management planning process (one of the Regional Board's Strategic Initiatives), on March 9, 2021 the Peace River Regional District (PRRD) issued a request for proposals seeking a qualified firm to:

- a) determine the condition of 10 facilities;
- b) determine the remaining serviceable life;
- c) prepare funding scenarios for maintenance and capital expenditures and or replacement;
- d) prepare preventative maintenance plans; and
- e) provide options to prepare energy audits.

The facilities to be examined include:

- 1) PRRD Main Administration Building
- 2) PRRD Warehouse
- 3) Charlie Lake Fire Hall
- 4) Moberly Lake Fire Hall

- 5) North Peace Fall Fair Grounds
- 6) Moberly Lake Community Hall
- 7) Jackfish Community Hall
- 8) Cache Creek Community Hall
- 9) Golata Creek Community Hall
- 10) Upper Halfway Community Hall

Nine proposals were received, with FCAPX A Division of Roth IAMS being the highest scoring proponent.

	Field Lievers Architecture	FCAPX a Division of Roth IAMS	Green PI Inc.	MPE Engineering Ltd.	Green Globe	JS Held	Stephenson Engineering Limited	McCuaig & Associates Engineering Ltd.	Read Jones Christoffersen Ltd.
Mandatory Requirements									
Submission Form (Appendix B)	✓	✓	✓	✓	✓	✓	✓	✓	✓
Pricing (Appendix C)	✓	✓	✓	✓	✓	✓	✓	✓	✓
Scoring Matrix Results									
COMPANY AND PROJECT TEAM QUALIFICATIONS (30%)	28.00	30.00	24.67	26.00	26.67	25.67	29.33	28.67	27.33
METHODOLOGY (20%)	12.50	18.33	11.33	14.17	16.00	14.33	14.17	17.17	13.00
WORK SCHEDULE (20%)	16.67	17.33	18.33	14.33	18.00	15.00	18.00	20.00	13.00
PROJECT BUDGET (30%)	5.00	24.00	11.00	11.00	25.00	30.00	17.00	13.00	19.00
Total Score	62.17	89.67	65.33	65.50	85.67	85.00	78.50	78.83	72.33
PROPOSAL COST (Excluding GST)	\$395,445.00	\$81,068.30	\$170,945.10	\$176,219.00	\$86,940.00	\$65,119.10	\$117,100.00	\$150,000.00	\$105,000.00

FCAPX has experience in conducting this work for both large, small, and rural local governments. Previously, FCAPX conducted assessments of the Kelly Lake Community Centre, Osborn Community Hall, and Tate Creek Community Centre and worked for the Regional District of Fraser Fort-George and Columbia Shuswap Regional District.

As part of their total contract, FCAPX will conduct an ASHRAE Energy Audit Level 2 audit of each facility for an additional cost of up to \$36,300 (excluding taxes). An ASHRAE Level 1 Energy Audit is a preliminary walk-through analysis of energy efficiency that considers the potential energy improvements that can be made at a high level. Once the Level 1 assessment is complete and if the building warrants, an ASHRAE Level 2 Energy Audit will be completed that will evaluate in more detail the building energy systems such as the building envelop, heating, lighting, ventilation, etc. and will make more detailed recommendations on how to meet energy efficiency goals and the return on investment with respect to possible upgrades, etc. Note that for smaller facilities, like the community halls, an ASHRAE Level 2 assessment may not be warranted, and FCAPX will work with PRRD staff to determine this once they conduct a site visit. For those facilities that do not require a Level 2 assessment, the cost of the energy assessments will be adjusted accordingly.

The final reports will not only contribute to the PRRD corporate asset management program, but will also be a tool for community hall operators to use to identify facility upgrades and preventative maintenance requirements. This information will also help both the PRRD and community hall operators support grant applications for facility upgrades. Many grant programs now require evidence of asset management planning to qualify for their programs.

ALTERNATIVE OPTIONS:

1. That the Regional Board provide further direction.

STRATEGIC PLAN RELEVANCE:

- ☒ Organizational Effectiveness
- ☒ Develop a Corporate Asset Management Program

FINANCIAL CONSIDERATION(S):

\$90,000 was budgeted for the community halls and fall fair grounds within the Legislative Electoral Area function - 120, \$15,000 for the Charlie Lake Fire Hall in function 315, and \$15,000 for the Moberly Lake Fire Hall in function 335, with an additional \$30,000 budgeted within the Administration function-100 for the assessment of the PRRD main office and warehouse. FCAPX's proposal at \$81,068.30 falls well below the budgeted amount for this project.

COMMUNICATIONS CONSIDERATION(S):

PRRD owned facilities that are operated by Societies have been notified that condition assessments will be completed during the summer of 2021 and they will be engaged in the process. Upon execution of the contract, staff will work with FCAPX and the societies to coordinate the work.

OTHER CONSIDERATION(S):

None at this time.