REQUEST FOR PROPOSAL
RFP 2026-01

Municipal Facility Audits

RFP 2026-01 CLOSING: June 15, 2026 AT 1:00 PM

Issued: May 15, 2026

Municipality of Bayham
P.O. Box 160
56169 Heritage Line
Straffordville, ON N0J 1Y0

INDEX

You are invited to submit a proposal to the Municipality of Bayham (hereinafter, the "Municipality") for the requirements as set out in this Request for Proposal, in accordance with the relevant specifications as well as the following conditions:

In order to submit, all Proponents are required to have a Biddingo account in order to be registered as a Plan Taker for this Bid opportunity. This will enable the Bidder to download the Bid Document, to receive Addenda/Addendum email notifications, download Addendums and to submit their bid electronically through the Bidding System. It is the responsibility of the bidder to ensure they are registered with an account.

ELECTRONIC BID SUBMISSIONS ONLY shall be received by the Municipality's Bidding System not later than 1:00:59 p.m. Eastern local time, on **June 15, 2026**.

The closing time shall be determined by the Bidding System web clock.

Proponents are cautioned that the timing of proposal submission is based on when the proposal is RECEIVED by the Bidding System, not when a proposal is submitted by a Proponent, as transmissions can be delayed in an "Internet Traffic Jam" due to file transfer size, transmission speed, etc.

For the above reasons, the Municipality recommends that Proponents allow sufficient time to upload their Proposal Submission and attachment(s) (if applicable) and to resolve any issues that may arise. The closing time and date shall be determined by the Municipality's Bidding System web clock.

All submissions shall become the property of the Municipality.

The lowest or any Proposal will not necessarily be accepted. Council may choose to not award the RFP.

Regards,

Steve Adams
Manager of Public Works
sadams@bayham.on.ca

DEFINITIONS & INTERPRETATIONS

The following definitions apply to the interpretation of the Request For Proposal (RFP) documents:

1. "Addendum" means such further additions, deletions, modifications or other changes to any Request for Proposal Documents. "Addenda" is the plural form of "Addendum" and may be used as a corresponding term.

2. "Authorized Person" means;

   i. For a Proponent who is an individual or sole proprietor that person.
   ii. For a Proponent which is a partnership, any authorized partner of the Proponent.
   iii. For a Proponent which is a corporation:
      a) any officer of director of the corporation; and
      b) any person whose name and signature has been entered on the document submitted with the Request for Proposal, as having been authorized to participate in the completion, correction, revision, execution, or withdrawal of the submission, whether that person is or is not an officer or director.
   iv. For a Proponent that is a joint venture, the submission shall be signed by a person for and on behalf of each joint venture or, if they warrant that they have the authority vested in them to do so, one person so authorized may sign on behalf of all joint ventures.

3. "Business Day" means any day other than Saturday, Sunday, Ontario public holiday or any day on which the administrative offices of the Municipality are closed.

4. "Council" means the Council of the Municipality.

5. "Manager of Public Works" means the Manager of Public Works, or designate, for the Municipality. This position will act as the Project Manager for this RFP and project, and "Project Manager" should be considered as having a corresponding meaning in this document.

6. "Municipality" means The Corporation of the Municipality of Bayham.

7. "Proposal" means the Response in the form prescribed by this Request for Proposal Document and completed and submitted by a Proponent in response to and in compliance with the Request for Proposal.

8. "Proponent" means the legal entity submitting a proposal.

9. "Request for Proposal (RFP)" means the document issued by the Municipality in response to which Proponents are invited to submit a proposal that will result in the satisfaction of the Municipality's objectives in a cost-effective manner.

10. "Successful Proponent" means the Proponent whose proposal has been approved by the Municipality and who will complete the project.

SECTION 1.0 - INFORMATION TO PROPONENTS

1.1 Introduction & Background

The Municipality of Bayham is situated in the heart of southwestern Ontario along the north shore of Lake Erie. The Municipality is a unique mix of urban and rural with a rich agricultural heritage. The Municipality operates numerous municipal facilities generally under the portfolio of Public Works, including parks and recreations, roads and infrastructure, and water and wastewater. The Municipality is 245 km^2 and has a population of about 7,100.

The Municipality is seeking proposals from qualified proponents to undertake facility audits of seventeen (17) Municipal facilities. The scope of work requires a consultant to complete building condition assessments (BCA), Facility Condition Index, capital expenditure studies (CES), and mechanical and electrical (M & E) studies, and make recommendations on energy efficient construction and retrofit approaches.

Further details regarding the facilities and specific requirements and expectations for this project can be found in Appendices A and B of the RFP.

1.2 Proposal Format & Delivery

Proponents are required to submit one (1) electronic copy through the Municipality's Biddingo bid platform.

ELECTRONIC BID SUBMISSIONS ONLY shall be received by the Municipality's Bidding System not later than 1:00:59 p.m. Eastern local time, on **June 15, 2026**.

The closing time shall be determined by the Bidding System web clock.

Proposals will be officially opened shortly after 1:00 p.m. on June 15, 2026. Only the names of those Proponents submitting a proposal will be read out at the public proposal opening. No prices are to be read out, however, only once the award is made and approved by Council, the report recommending such award shall be a matter of public record, unless otherwise determined by Council.

A Proponent may only withdraw their submission through the Municipality's Biddingo bid platform. No withdrawals will be permitted if requested or attempted after the close of the bidding period.

The Municipality shall not be liable for any cost of preparation or presentation of proposals, and all proposals and accompanying documents submitted by the Proponent become the property of the Municipality and will not be returned. There will be no payment to Proponents for work related to, and materials supplied in the preparation, presentation and evaluation of any proposal, nor for the Contract negotiations whether they are successful or unsuccessful.

The Municipality, its elected officials, employees and agents shall not be responsible for any liabilities, costs, expenses, loss or damage incurred, sustained or suffered by any Proponent, prior or subsequent to, or by reason of the acceptance, or non-acceptance by the Municipality of any proposal, or by reason of any delay in the acceptance of any proposal.

1.3 Designated Official

For the purpose of this contract, Steve Adams, Manager of Public Works, is the "Designated Official" and shall perform the following functions: releasing, recording, and receiving proposals, recording and checking of submissions; answering queries from perspective proponents, considering extensions of time, reviewing proposals received, ruling on those not completing meeting requirements and coordinating the evaluation of the responses.

1.4 Questions / Inquiries

All inquiries regarding this RFP shall be directed through the Manager of Public Works, Steve Adams, SAdams@bayham.on.ca. All questions shall be submitted in writing with ample time before the deadline for submissions. Deadline for questions is referred to in Section 1.6.

Responses to clarification requests will be provided to all interested parties. Inquiries must not be directed to other Municipal employees or elected officials. Directing inquiries to anyone other than the Designated Official may result in your submission being rejected.

1.5 Addenda

The Designated Official may issue changes to the RFP Documents, which may include amendments to the submission deadline or changes in the Scope of Work or Qualifications of Proponents, by Addendum only. No other statement, whether oral or written, made by the Municipality will amend the RFP Documents. The Municipality will make every effort to issue all Addenda no later than three (3) days prior to the closing date.

The Proponent shall not rely on any information or instructions from the Municipality except the RFP Documents and any Addenda issued pursuant to this Section.

The Proponent is solely responsible to ensure that it has received all Addenda issued by the Municipality. Proponents may in writing seek confirmation of the number of addenda issued under this RFP from the Designated Official.

All Proponents are advised that any Addenda issued will only be posted on the Municipality's Biddingo bidding platform.

It is the sole responsibility of each Proponent to check Biddingo for any and all Addenda that have been issued for this RFP.

The Proponent shall acknowledge receipt of all addenda on the Form of Proposal – Declaration Form. Failure to complete the acknowledgement may result in rejection of the proposal.

1.6 RFP Schedule

The RFP process will be governed according to the following schedule. Although every attempt will be made to meet all dates, the Municipality reserves the right to modify or alter any or all dates at its sole discretion by notifying all Proponents in writing at the address

indicated in the Proposal submitted to the Municipality.

Issue RFP:	May 15, 2026
Last Date for Questions:	June 8, 2026
RFP Close**:**	June 15, 2026
Award of Contract:	June 25, 2026

SECTION 2.0 - SPECIAL PROVISIONS

2.1 Award of Contract

Subject to the Municipality's reserved rights and privileges set out in the RFP, the contract shall be awarded to the compliant Proponent submission that has the highest overall evaluation score as detailed in Section 3.3, otherwise referred to as the Successful Proponent in this RFP.

The preference of the Municipality is to award this proposal to one (1) Successful Proponent.

The award of the RFP is the responsibility of Council. Council shall consider staff's recommendation for the award, but ultimate direction will be provided by Council.

2.2 Qualification and Competency

The Municipality may call upon the Successful Proponent to show evidence that satisfactory arrangements have been made for the procurement of any or all labour, materials, and equipment required to carry out and complete the work. Materials and equipment shall be subject to the Municipality's approval.

The Municipality reserves the right to reject Proposals from parties who are unwilling or unable to provide evidence that they are capable of providing the necessary labour, materials, equipment, and adequate financing for the performance of the work and the provision of the services herein contemplated. Evidence of such competency and experience must be provided when requested by the Municipality.

SECTION 3.0 - PROPOSAL REQUIREMENTS

3.1 Proposal Submission Requirements

The proposal submission shall be in electronic format only through the Municipality's Biddingo bid platform. The Proposal shall not exceed fifteen (15) pages in length (letter size paper, 25 mm border, 12 pitch font size and single line space, single column style), and should at a minimum include the following:

3.1.1 PROJECT APPROACH

3.1.1.1 What is unique about your approach regarding inspections, reporting details and budget accuracy that would be of benefit to this project?

3.1.1.2 What is your organization's definition of a Building Condition Assessment?

3.1.1.3 Summarize your site inspection routine for a mechanical component

(ie. boiler).

3.1.1.4 Summarize your site inspection routine of an electrical component (ie. main electrical panel).

3.1.1.5 To ensure overall quality of information, how will your staff (including subconsultants) be coordinated?

3.1.1.6 What is the organization's approach/methodology used to provide accurate life cycle costing and unit rates?

3.1.1.7 What is the approach on calculating construction replacement values (CRV) for each Public Works building on each property?

3.1.2 WORK AND SCHEDULING

3.1.2.1 Provide a work schedule to deliver all of the requirements of the Scope of Work.

3.1.2.2 What tools are in place to prepare and track the project schedule?

3.1.2.3 Describe the organizations process should it be determined, that work cannot proceed as scheduled.

3.1.2.4 Identify the risks associated with the project which may impact the project schedule.

3.1.2.5 Identify steps that will be used to mitigate those risks.

3.1.3 WORK QUALITY ASSURANCE

3.1.3.1 Provide a list of each team member's roles and responsibilities.

3.1.3.2 Using the list of team members, provide a process map used to maintain the accuracy of data and quality of the reports in this contract.

3.1.3.3 What tools will be used to assist in the collection of data while working on this project?

3.1.3.4 Identify the risks associated with the project which may impact project quality and costs.

3.1.3.5 Identify the steps that will be used to mitigate those risks.

3.1.4 EXPERIENCE

3.1.4.1 Please indicate the number of years the organization has been performing Building Condition Assessments including intrusive inspections of mechanical and electrical systems.

3.1.4.2 Provide similar Building Condition Assessment projects that your team members have successfully completed in the last ten years. Provide reference contact for each.

3.1.5 QUALIFICATIONS AND STAFFING

3.1.5.1 Provide an organizational chart of the team members assigned to this contract. Identify their title and whether they are internal or external staff.

3.1.5.2 Provide a list of the team members (including subcontractors) assigned to this contract, identifying the number of years' experience in each discipline and relevant certifications / credentials for each.

3.1.6 SAMPLE WORK

3.1.6.1 A sample building condition assessment report

3.1.6.2 A sample M&E study

3.1.6.3 A sample CES study

3.1.6.4 A sample Facility Condition Index (FCI)
3.1.6.5 A sample of Energy Efficiency (EE) recommendations/report

3.2 Evaluation Process

Each Proposal will be evaluated on its clarity and the demonstrated understanding of the requirements, the services proposed and timeframes, as well as the Proponent's experience and the anticipated benefit to Municipality.

An Evaluation Committee will be established from staff of the Municipality or any others as deemed necessary by the Municipality.

Proposals will be evaluated on the basis of all information provided by the Proponent. Each proposal will be reviewed to determine if the Proposal is responsive to the submission requirements outlined in the RFP. Failure to comply with these requirements may deem the Proposal non-compliant.

Selection of a Proposal will be based on, but not solely limited to, the following criteria and any other relevant information provided by the Proponent at the time of submission as well as any additional information provided during subsequent meetings with the Proponent.

In recognition of the importance of the procedure by which a Proponent may be selected, the following criterion outlines the primary considerations to be used in the evaluation and consequent awarding of this project (not in any order). The Municipality reserves the right to evaluate and rank each submission using criterion noted. Actual individual scores will be confidential.

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3.3 Evaluation Criteria

Proposals will be evaluated based on the following weighted evaluation factors:

Rated Criteria	Maximum Points
1. Cost - Fees – cost effectiveness of proposal based on fees quoted - Ability to propose alternative methods, cost saving initiatives - Any financial terms and conditions identified by the Respondent	20
2. Project Approach - Approach - Inspection routine - Calculating replacement values / lifecycle costing	15
3. Work and Scheduling - Schedule - Process if project is off-schedule - Risk identification and mitigation	10
4. Work Quality Assurance - Roles and responsibilities - Process map - Data collection tools - Project quality, cost risks, and mitigation steps	20
5. Experience - Experience with BCAs or Facility Audits - References	10
6. Qualifications and Staffing - Organizational capacity - Team experience / credentials	20
7. Sample Work - Review of provided sample work (BCAs, M&E reporting, CES/FCI, energy efficiency recommendations)	5
Total Score	**100**

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SECTION 4.0 - GENERAL CONDITIONS

4.1 Rights of the Municipality

The Municipality is not liable for any costs incurred by the Proponent in the preparation of their response to the RFP or selection interviews, if required. Furthermore, the Municipality shall not be responsible for any liabilities, costs, expenses, loss or damage incurred, sustained or suffered by any Proponent, prior or subsequent to, or by reason of the acceptance, or non-acceptance by the Municipality of any proposal or by reason of any delay in the award of the contract.

The Municipality reserves the right to accept any Proposal, in whole or in part, that it feels most fully meets the selection criteria. Therefore, the lowest cost Proposal, or any Proposal may not necessarily be accepted. The Municipality shall evaluate all compliant Proposals received by the closing time and make evaluations and recommendations for acceptance.

The Municipality reserves the right to request specific requirements not adequately covered in their initial submission and clarify information contained in the Request for Proposal.

The Municipality reserves the right to modify any and all requirements stated in the Request for Proposal at any time prior to the possible awarding of the contract.

The Municipality reserves the right to cancel this Request for Proposal at any time, without penalty or cost to the Municipality. This Request for Proposal should not be considered a commitment by the Municipality to enter into any contract.

The Municipality reserves the right to enter into negotiations with the Successful Proponent. If these negotiations are not successfully concluded, the Municipality reserves the right to begin negotiations with the next Proponent.

Proposals shall remain open and subject to acceptance for a period of ninety (90) days from closing date.

In the event of any disagreement between the Municipality and a Proponent regarding the interpretation of the provisions of the Request for Proposal, the Manager of Public Works, or an individual acting in that capacity, shall make the final determination as to interpretation.

No proposal shall be accepted from any Proponent who has a claim or has instituted a legal proceeding against the Municipality or against whom the Municipality has a claim or has instituted a legal proceeding, without the prior approval of Council. This applies whether the legal proceeding is related or unrelated to the subject matter of this RFP.

4.2 Conflict of Interest

The Proponent declares that no person, firm, or corporation with whom or which the Proponent has an interest, has any interest in this RFP or in the proposed contract for which this proposal is made.

The Proponent further declares that no member of the Council and no officer or employee of the Municipality will become interested directly or indirectly as a contracting party, partner,

shareholder, surety, or otherwise in or in the performance of the contract or in the supplies, work or business to which it relates, or in any portion of the profits thereof, or in any of the money to be derived there from.

Should the Proponent feel that a conflict of interest or potential conflict of interest exists; the Proponent must disclose this information to the Municipality prior to the submission of a proposal. The Municipality may, at its discretion, delay any evaluation or award until the matter is resolved to the Municipality's satisfaction. The Municipality may allow a conflict of interest or potential conflict of interest to exist if it is satisfied that there are adequate safeguards in place and if the Municipality determines that it is in its best interests to do so.

The Municipality reserves the right to disqualify a proposal where the Municipality believes a conflict of interest or potential conflict of interest exists.

4.3 Modified Proposals

In the event that a preferred Proposal does not entirely meet the requirements of the Municipality, the Municipality reserves the right to enter into negotiations with the selected Proponent to arrive at a mutually satisfactory arrangement and to make any modifications to the Proposal as are in the best interests of the Municipality.

4.4 Disqualification of Proponents

More than one Proposal from an individual firm, partnership, corporation, or association under the same or different names will not be considered. Collusion between Proponents will be sufficient for rejection of any Proposals so affected.

4.5 Confidentiality

The Proposal must not be restricted by any statement, covering letter or alteration by the Proponent in respect of confidential or proprietary information. The Municipality will treat all Proposals as confidential. The Municipality will comply with the Municipal Freedom of Information and Protection of Privacy Act, and its retention by-law pursuant to the Municipal Act, in respect of all proposals. All Public Reports approved by the Council of the Municipality of Bayham will become public information.

4.6 Proposal Assignments

The Successful Proponent will not be permitted to assign or transfer any portion of the Proposal as submitted or the subsequent agreement without prior written approval from the Municipality.

4.7 Purchasing Policy

Submissions will be solicited, received, evaluated, accepted, and processed in accordance with the Municipality's current Procurement By-law.

4.8 Failure to Perform

Failure to comply with all terms and conditions of this proposal, and failure to supply all

documentation, as required herein, shall be just cause for cancellation of the award. The Municipality shall then have the right to award this contract to any other Proponent or to re-issue this RFP.

4.9 Consulting Services Agreement

A written Consulting Services Agreement, prepared by the Municipality, shall be executed by the Municipality and the Successful Proponent. The complete proposal package submitted by the Successful Proponent, together with the entire Request for Proposal documents prepared by the Municipality, shall form part of the Agreement. The Municipality will not negotiate terms of the Consulting Services Agreement.

4.10 Indemnification

The Successful Proponent shall indemnify and hold harmless the Municipality, its officers, Municipal Council, Employees and volunteers from and against any liabilities, claims, expenses, demands, loss, cost, damages, suits or proceedings by whomsoever made, directly or indirectly arising directly or indirectly by reason of a requirements of this agreement save and except for damage caused by the negligence of the Municipality or their employees.

4.11 Compliance with the Accessibility for Ontario with Disabilities Act 2005 / AODA Compliant Deliverables

The Successful Proponent must ensure that any information, products, deliverables and/or communication (including future updates) produced as part of this Agreement conform with the World Wide Web Consortium Web Content Accessibility Guidelines (WCAG) 2.0 Level AA accessibility standards and are provided to Bayham in an accessible Word, Excel, PowerPoint, PDF or other electronic format.

The Successful Proponent, if providing goods, services or facilities to the public on behalf of Bayham must also comply with the Accessibility for Ontarians with Disabilities Act, 2005, in particular the Integrated Accessibility Standards, and any successor legislation and regulations thereto (“AODA”), in providing such goods, services or facilities and provide all documentation and other information to the Municipality upon written request as necessary to verify compliance. This obligation includes training staff, providing accessible customer service and providing accessible electronic documents, websites and communication products, as applicable, pursuant to the AODA.

The Successful Proponent, if designing any building, structure or other premises for the Municipality, must comply with any accessibility design standards of the AODA and the Municipality, as applicable.

4.12 Disqualification

The Municipality may, in its sole discretion, disqualify a Proposal or cancel its decision to make an award under this RFP, at any time prior to the execution of the Agreement by the Municipality, if,

4.12.1.1 the Proponent fails to cooperate in any attempt by the Municipality to verify any information provided by the Proponent in its proposal;

4.12.1.2 the Proponent contravenes one Proposal per Person or Entity;

4.12.1.3 the Proponent fails to comply with the laws of Ontario or of Canada, as applicable;

4.12.1.4 the Proposal contains false or misleading information;

4.12.1.5 the Proposal, in the opinion of the Municipality, reveals a material conflict of interest;

4.12.1.6 the Proponent misrepresents any information contained in its Proposal.

4.13 Record and Reputation

Without limiting or restricting any other right or privilege of the Municipality and regardless of whether or not a proposal or a Proponent otherwise satisfies the requirements of this RFP, the Municipality may disqualify any Proposal from any Proponent, where;

4.13.1.1 In the opinion of the Municipal Solicitor or the CAO for the Municipality, the commercial relationship between the Municipality and the Proponent has been impaired by the prior and/or current act(s) or omission(s) of each Proponent, including but not limited to:

4.13.1.1.1 Litigation with the Municipality;

4.13.1.1.2 The failure of the Proponent to pay, in full, all outstanding accounts due to the Municipality by the Proponent after the Municipality has made demand for payment;

4.13.1.1.3 The refusal to follow reasonable directions of the Municipality or to cure a default under a contract with the Municipality as and when required by the Municipality or the Municipality's representatives;

4.13.1.1.4 The Proponent has previously refused to enter into an Agreement with the Municipality after the Proponent's proposal was accepted by the Municipality;

4.13.1.1.5 The Proponent has previously refused to perform or to complete performance of contracted work with the Municipality after the Proponent was awarded the contract;

4.13.1.1.6 Act(s) or omission(s) of the Proponent has resulted in a claim by the Municipality under a bid bond, a performance bond, a warranty bond or any other security required to be submitted by the Proponent on an RFP within the previous five years.

4.13.1.2 In the opinion of Council or the CAO, or their designate, there are reasonable grounds to believe that it would not be in the best interests of the Municipality to enter into an Agreement with the Successful Proponent, for reasons including but not limited to the conviction or finding of liability of or against the Successful Proponent or its officers or directors and any associated entities under any taxation legislation in Canada, any criminal or civil law relating to fraud, theft, extortion, threatening, influence peddling and fraudulent misrepresentation, the Environmental Protection Act or corresponding legislation in other jurisdictions, any law regarding occupational health or safety or the Securities Act or related legislation.

4.14 Proponent's Costs

The Proponent shall bear all costs and expenses incurred by the Proponent relating to any aspect of its participation in this RFP process, including all costs and expenses related to the Proponent's involvement in:

- the preparation, presentation and submission of its Proposal;
- the Proponent's attendance at the Proponent's meeting;
- due diligence and information gathering processes;
- site visits and interviews;
- preparation of responses to questions or requests for clarification from the Municipality;
- preparation of the Proponent's own questions during the clarification process; and,
- agreement discussions.

The Municipality is not liable to pay such costs and expenses or to reimburse or compensate a Proponent under any circumstances, regardless of the conduct or outcome of the RFP Process, including the rejection of all Proposals or the cancellation of the RFP, and including any negligence of the Municipality in the conduct of the RFP process.

4.15 Legal Matters and Rights of the Municipality

This RFP is not an offer to enter into either a bidding contract or a contract to carry out the project. Neither this RFP nor the submission of a Proposal by a Proponent shall create any contractual rights or obligations whatsoever on either the Proponent or the Municipality.

The Municipality may at its sole discretion change or discontinue this RFP process at any time whatsoever. The Municipality may in its sole discretion enter into negotiations with any person, whether or not that person is a Proponent with respect to the work that is the subject of this RFP.

The Municipality may, at its sole discretion, decline to evaluate any Proposal that in the Municipality's opinion is incomplete, obscure, or does not contain sufficient information to carry out a reasonable evaluation.

Without limiting the generality of the RFP, the Municipality may, at its sole discretion and at any time during the RFP process:

- reject any or all of the Proposals;
- accept any Proposal;
- if only one Proposal is received, elect to accept or reject it;
- elect not to proceed with the RFP;
- alter the timetable, the RFP process or any other aspect of this RFP; and
- cancel this RFP and subsequently advertise or call for new Proposals for the subject matter of this RFP.

In addition to and notwithstanding any other term of this RFP, the Municipality shall not be liable for any damages resulting from any claim or cause of action, whether based upon an action or claim in contract, warranty, equity negligence, intended conduct or otherwise, including any action or claim arising from the acts or omissions, negligent or otherwise of the Municipality and including any claim for direct, indirect or consequential damages, including but not limited to damages for loss of profit, loss of reputation, injury to property and bodily injury that results from the Proponents' participation in the RFP process, including but not limited to;

- the disclosure of a Proponent's confidential information;

- the costs of preparation of a Proponents Proposal, whether it is accepted, disqualified or rejected;
- any delays, or any costs associated with such delays, in the RFP process;
- any errors in any information supplied by the Municipality to the Proponents;
- the cancellation of the RFP; and
- the award of the contract to a Proponent other than the Proponent recommended by staff.

The Municipality will not open and consider bids received from parties with whom Bayham is in litigation or pending litigation unless approval allowing such is obtained by the bidder from Council prior to the close of the bid.

4.16 Municipal Freedom of Information and Protection of Privacy Act

The Proponent acknowledges that any Proposal submitted shall become a record belonging to Bayham and, therefore, are subject to the Municipal Freedom of Information and Protection of Privacy Act. This Provincial law gives individuals, businesses and other organizations a legal right to request records held by Bayham, subject to specific limitations. The Proponent should be aware that it is possible that any records provided to Bayham, including but not limited to, pricing, technical specifications, drawings, plans, audio-visual materials or information about staff, parties to the Bid Submission or suppliers could be requested under this law. If the Proponent believes that all or part of the Bid Submission should be protected from release, the relevant part(s) should be clearly marked as confidential. Please note that this will not automatically protect the Bid Submission from release, but it will assist the Municipality in making a determination on release, if a request is made.

4.17 Bayham Not Employer

The Proponent agrees that the Municipality is not to be deemed the employer of the Proponent nor its personnel under any circumstances whatsoever.

4.18 Insurance

The Successful Proponent shall insure its undertaking, business and equipment under the following coverage so as to protect and indemnify and save harmless the Municipality:

a.) General Liability Insurance: The Successful Proponent shall maintain liability insurance acceptable to the Municipality throughout the term of this Agreement. Coverage shall consist of a comprehensive policy of public liability and property damage insurance, with all coverage endorsements available, in an amount of not less than $2,000,000 per occurrence. Such insurance shall name the Municipality, and any other person or party identified in the contract documents, as an additional insured with a cross liability endorsement and severability of interests provision. The policy SIR/deductible shall not exceed $100,000 per claim and if the policy has an aggregate limit, the amount of the aggregate shall be double the required per occurrence limit.

b.) Automobile Liability Insurance: The Successful Proponent shall maintain automobile liability insurance on all Owned and Leased Automobiles to a limit of $2,000,000 throughout the term of this Agreement.

c.) Professional Liability Insurance: The Successful Proponent shall take out and keep in

force until three (3) years after this Agreement is no longer in effect, Professional Liability insurance in the amount of not less than $2,000,000 providing coverage for acts, errors and omissions arising from their professional services performed under this Agreement. The policy SIR/deductible shall not exceed $100,000 per claim and if the policy has an aggregate limit, the amount of the aggregate shall be double the required per claim limit.

d.) Provisions: All Insurers must be licensed in Ontario. The Successful Proponent shall forward Certificates of Insurance on the Municipality's Forms (STANDARD CERTIFICATE OF INSURANCE and CERTIFICATE OF PROFESSIONAL LIABILITY INSURANCE) evidencing this insurance with the executed Agreement. These Certificates shall state that coverage will not be suspended, voided, cancelled, reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail to the Municipality.

It is also understood and agreed that in the event of a claim any deductible or self-insured retention (SIR) under this policy of insurance shall be the sole responsibility of the Successful Proponent and that this coverage shall preclude subrogation claims against Bayham and any other person insured under the policy and be primary insurance in response to claims . Any insurance or self-insurance maintained by the Municipality shall be considered excess of the Successful Proponent 's insurance and shall not contribute with it. The minimum amount of insurance required herein shall not modify, waive or otherwise alter the Successful Proponent's obligation to fully indemnify the Municipality under this Agreement.

The Municipality may, without breaching this Agreement, retain from the funds owing to the Successful Proponent an amount that, as between the Municipality and the Successful Proponent, is equal to the balance in the Municipality's favour of all outstanding debts, claims or damages, whether or not related to the Agreement.

Bayham reserves the right to modify the insurance requirements as deemed suitable.

4.19 Human Rights, Harassment and Occupational Health and Safety

The Successful Proponent shall be required to comply with the Municipality's policies regarding Human Rights, Harassment in the Workplace and Occupational Health and Safety.

4.20 Clarification

The Municipality may:

4.20.1.1 require the Proponent to clarify the contents of its proposal, including by the submission of supplementary documentation, or

4.20.1.2 seek a Proponent's acknowledgement of the Municipality's interpretation of the Proponent's proposal.

The Municipality is not obliged to seek clarification of any aspect of a Proposal.

4.21 Supplementary Information

The Municipality may, in its sole discretion, request any supplementary information whatsoever from a Proponent after the submission deadline including information that the Proponent could or should have submitted in its proposal prior to the submission deadline. The Municipality is not obliged to request supplementary information from a Proponent.

SECTION 5.0 - FORM OF PROPOSAL

DECLARATION

I/We the undersigned authorized signing officer of the Proponent, HEREBY DECLARE that no person, firm or Corporation other than the one represented by the signature (or signatures) of proper officers as provided below, has any interest in the proposal.

I/We further declare that all statements, schedules and other information provided in this proposal are true, complete and accurate in all respects to the best knowledge and belief of the Proponent.

I/We declare that this proposal is made without connection, knowledge, comparison of figures or arrangement with any other company, firm or persons making a proposal and is in all respects fair and without collusion for fraud.

I/We further declare that no employee of the Corporation of The Municipality of Bayham is or will become interested, directly or indirectly as a contracting party or otherwise in the supplies, work or business to which it relates or in any portion of the profits thereof, or in any such supplies to be therein or in any of the monies to be derived there from.

I/We further declare that the undersigned is empowered by the Proponent to negotiate all matters with the Corporation of The Municipality of Bayham's representatives, relative to this proposal.

I/We further declare that the agent listed below is hereby authorized by the Proponent to submit this proposal and is authorized to negotiate on behalf of the Proponent.

I/We further agree in submitting this proposal, we recognize the Municipality may accept any proposal in whole or in part, or elect to reject all proposals.

ACKNOWLEDGEMENT OF ADDENDA

I/We have received and allowed for **ADDENDA NUMBER** _____ in preparing my/our proposal.
Insert #'s or "none"

_____
Company Name

_____ _____
Signature Print Name

NOTE: Failure to sign this page and return with your submission will result in non-acceptance of your submission.

APPENDIX A – DETAILED TERMS OF REFERENCE

Introduction

The Municipality is seeking a consultant to conduct comprehensive facility audits of the following seventeen (17) facilities:

	Facility	Address	Area (sq. ft.) Approx.
1	Municipal Office / Community Centre	56169 Heritage Line, Straffordville	7,890[1]
2	Public Works Building	8354 Plank Road, Straffordville	13,260
3	Straffordville Library	9366 Plank Road, Straffordville	2,560
4	Port Burwell Library	21 Pitt St. Port Burwell	935
5	Port Burwell Fire Hall	55451 Nova Scotia Line, Port Burwell	9,630
6	Straffordville Fire Hall	55764 3rd St. Straffordville	5,560
7	Marine Museum	20 Pitt St. Port Burwell	2,454
8	Port Burwell Beach Washroom	1 Robinson Street, Port Burwell	780
9	Port Burwell Wastewater Treatment Plant (WWTP)	1 Chatham Steet, Port Burwell	2100
10	WWTP Auger Building	1 Chatham Steet, Port Burwell	551
11	WWTP Alum Building	1 Chatham Steet, Port Burwell	300
12	WWTP South Building	1 Chatham Steet, Port Burwell	480
13	Vienna Pump Station No. 6	52 Front St., Vienna	425
14	Straffordville Pump Station No. 5	8971 Plank Road, Straffordville	425
15	Straffordville Pump Station No. 2	9350 Plank Road, Straffordville	425
16	Eden Pump Station No. 1	11403 Plank Road, Eden	425
17	Richmond Water Treatment Plant	9190 Richmond Road, Richmond	730

[1] The Community Centre component of the building is currently undergoing a ~4,000 ft^2 expansion under a grant program. This expansion may be ongoing during consultant work and is not subject to the facility audit or associated evaluation and reporting.

The scope of this project includes the completion of facility audits, which shall include building condition assessments (BCA), Facility Condition Index, capital expenditure studies (CES), and mechanical and electrical (M & E) studies. The Successful Proponent will also be required to make recommendations regarding energy-efficient (EE) construction and retrofit approaches to improve the efficiency of the Municipality's facilities in accordance with the goals outlined in its Energy Conservation and Demand Management Plan.

1. BACKGROUND

Public Works (PW) for the Municipality is responsible for all physical services for the Municipality, which includes the daily and major maintenance of the seventeen facilities noted in the above table. PW prepares all capital and operating budget recommendations associated with parks and recreation and facilities functions for Council's consideration and approval on an annual basis. The department administers an agreement with the Ontario Clean Water Agency (OCWA) to provide operations and maintenance services to Bayham's four water and wastewater systems. OCWA provides capital recommendations to Bayham annually.

PW strives to meet or exceed all national, provincial, and municipal regulations governing the operation of commercial and institutional facilities.

PW is seeking to obtain facility audits for each included corporate facility in order to assist with future capital infrastructure planning. The last round of comprehensive facility audits were completed in two stages over 2014 and 2016. The Municipality is seeking new facility audits in order to determine the capital budget for each property and establish a detailed 10-year capital plan for the Municipality.

The building condition assessment (BCA) and capital expenditure study (CES) will be used to assist the Municipality in understanding the physical condition and life expectancy of its portfolio in order to explore funding options to sustain the physical integrity of the assets. In addition, the BCA and CES will provide a measure of the effectiveness of current maintenance programs as it determines the remaining useful life of components of systems and compares it with the full economic life expected, given good maintenance. These estimates will become the foundation for establishing both the extent of deferred maintenance and the required maintenance and repair programs. It is therefore imperative that the BCA and CES be professionally undertaken to provide a comprehensive study for use by the Municipality.

The purpose of conducting the building condition assessment (BCA) and capital expenditure study (CES) for these properties is as follows:

a) To document the current condition of the various building components.
b) Highlight existing component issues and recommend corrective actions.
c) Provide current year cost estimates for the scope of work outlined; existing and anticipated, including labour and materials.
d) Forecast the current life / expected life of equipment.
e) Provide funding scenarios to maintain a viable Capital Expenditure.
f) In conjunction with Municipality staff, generate a future 10-year capital expenditures plan.

In addition to the above, the purpose of the mechanical and electrical (M & E) study includes the following:

1. To capture the complete comprehensive inventory of the facility mechanical/electrical equipment assets.
2. An intrusive inspection for a full-condition evaluation of all the equipment.
3. Provide a clearly defined plan for future repair/replacement requirements that includes recommendations for energy efficient options.
4. Provide a comprehensive preventative maintenance plan including all sub-components and systems.
5. Provide an inspection of the building envelope, brickwork, structure, windows, caulking, pavement and walkway condition.

In addition to the above, the purpose of the energy efficiency (EE) recommendations includes the following:

1. To satisfy the requirements of the Energy Conservation and Demand Management Plan
2. To demonstrate environmental stewardship and reduce the Municipality's environmental impact
3. To evaluate retrofit methods and costs associated with facility efficiency
4. To inform 10-year capital planning and budgeting
5. To establish a list of recommendations to inform future grant applications and energy planning efforts.

As the development of capital expenditures and execution of capital projects is a continual undertaking, the Municipality may utilize the Successful Proponent on an ad-hoc basis for miscellaneous assessment projects.

2. BUILDING PROFILES

Building profiles are listed in the Introduction. Specific information for each facility is outlined in **Appendix B**.

3. GENERAL REQUIREMENTS

Conditions of the Work in the Facilities

The Work shall be carried out in the facilities in the least disruptive manner possible and in consultation with the Municipality's Manager of Public Works. Services cannot be shut down during the inspections without prior scheduling and approval from the Municipality.

The Successful Proponent's representative shall be on site at all times to ensure that the sub-consultants and/or contractors will be adequately supervised when visiting the facilities to carry out work. Some sites may be under construction, expansion or improvements. The Successful Proponent shall adhere to the Municipality's health and safety policy for the site or facility.

Any areas not typically accessible to the general public may be accessed under the supervision of the Manager of Public Works.

Non-intrusive investigation, testing, and sampling methods shall be performed, except where otherwise specifically recommended.

Intrusive testing and sampling is not part of the contract, however, where intrusive testing and sampling are recommended by the Successful Proponent, it shall be performed only when approval is obtained from the Municipality to perform such.

Where intrusive testing is approved by the Municipality and/or when service interruptions or shut-downs are required, the work shall be performed during approved and scheduled hours while providing a minimum 14 days' notice to the Municipality's Manager of Public Works. No shut-downs relating to the Municipality's water and wastewater facilities will be permitted.

The Successful Proponent shall be responsible to provide all necessary equipment for access to any and all locations at the properties, including but not limited to ladders, fall-restraint equipment, etc.

Access Times

Access days and hours vary by facility; therefore, all site visits will be coordinated through the Municipality's Manager of Public Works.

If absolutely required, after-hours, and weekend work may need to be accommodated upon the Municipality's direction or prior approval. Site access may be restricted during statutory holidays.

Access days/times for assessment activities:

- Monday through Friday, 8:30 AM to 4:00 PM.

Access days/times for pre-approved intrusive testing activities will be planned around shut-down procedures for specific facilities:

- Monday through Friday, after 4:00 PM and on weekends.

When accessing water and wastewater facilities, a member of OCWA shall be present as the Operator to provide contextual input and answer questions, if needed, related to critical water and wastewater facilities.

4. SCOPE OF WORK

4.1 Contact Information

All site reviews / inspections are to be arranged through the Manager of Public Works, who will co-ordinate with other applicable staff or consultants. All inquiries, direct communication for any approvals, concerns and general management issues of this project will also be directed to the Municipality's Manager of Public Works. Contact information for the Manager of Public Works is included in this RFP document.

4.2 **Mandatory Meetings**

There will be a mandatory meeting for the Successful Proponent upon contract award notification. The Successful Proponent will meet with the Manager of Public Works to confirm the requirements of this RFP and contract. Prescribed formats, timeframe and requirements will also be reviewed at this meeting.

At this meeting, the Manager of Public Works and the Successful Proponent will arrange site visit dates for each facility. It is important that access arrangements are made and confirmed a minimum of one week before any site visit in order that the facility representatives can make necessary arrangements, security clearances and give proper notice to staff within each facility. Access will be arranged during normal business hours of 8:30 AM to 4:30 PM, Monday through Friday. After hours and weekends access will not be permitted.

4.3 **Schedule of Events**

The Schedule of Events listed below is subject to the RFP Schedule identified in Section 1.6 of the RFP and, therefore, may be subject to change as determined by the Municipality:

- Kick-Off meeting with Awarded Consultant — week of June 29-30, 2026
- Draft Submission of all BCA, FCI, CES, EE Reports — September 11, 2026
- Meeting to Discuss Findings (tentative) — September 18, 2026
- Final Submission of BCA, FCI, CES, EE Report(s) — September 25, 2026

Within three (3) working days of the Kick-Off meeting, the Successful Proponent must submit a revised work schedule to the Manager of Public Works for approval. This schedule will indicate all milestones and meetings required to complete the assignment. The Manager of Public Works will confirm the schedule within three working days of receiving the revised work schedule.

The Successful Proponent's schedule will include, but not be limited to the following:

1. The date of initial briefing session with the Manager of Public Works
2. The date of site visits and meetings
3. The date of the delivery of a draft report

The Successful Proponent will schedule a meeting with the Manager of Public Works two (2) working days after the delivery of the first draft for the purpose of reviewing.

4.4 **Site Assessment / Inspection**

The Successful Proponent will perform inspections of the building components, systems and equipment and gather all information necessary to effectively complete and provide the reports as outlined throughout the scope of work. Such inspections will include assessment of present condition, quantities, factors affecting future performance, and expected remaining service life.

The Successful Proponent will capture / verify the complete inventory of the building related equipment, systems and related components with the equipment information (make, model, serial number, capacity, quantities, location, etcetera). The Successful Proponent will review existing and stand-alone controls for, heating, ventilation, and air conditioning equipment and controls for optimal installation, location and equipment, where applicable.

The Successful Proponent will identify lighting equipment including the type of fixture, ballast and control function, where applicable, and will include the total number of fixtures and percentage of each type. The Successful Proponent will advise on lighting levels where it may be warranted to inform reporting. All building components and systems (architectural, structural, electrical, mechanical and civil) shall be inspected for physical condition.

When assessing or inspecting water and wastewater facilities, a member of OCWA shall be present to provide contextual input and answer questions related to critical water and wastewater facilities.

4.5 **Post-Site Assessment Activities**

Analysis to Inform the Building Condition Assessment Report

The Successful Proponent will undertake the required analysis based on information gathered from the Municipality and the Successful Proponent's on-site assessment to inform the reports. This may include and is not limited to:

a) Observed condition and AODA deficiencies.
b) Life expectancy, adjusted age, and remaining useful life of the components/systems.
c) Energy efficient and environmentally friendly alternatives.
d) Recommendations for replacement/remediation and regulatory/code upgrades.
e) Prioritizing of the replacements, retrofits and code upgrades by calendar year, where Health and Safety are given top priority.
f) Capital projections and cost estimates for replacements required to support the current operational model for a period until the prescribed year of expiration ensuring compliance with the applicable codes, standards and regulations, while maintaining safety of the users of the building.
g) Clarify the limits of the scope of work, propose coordinated and phased out work to carry out the recommended work without jeopardizing program delivery and/ or Health and Safety of the occupants.

Cost Analysis

The Successful Proponent shall provide costs for each component/system based on its observed current state and take into consideration the following requirements:

a. Use current costs estimates that are aligned with current market pricing and reflect actual facility conditions in today's dollars. The construction costs shall include the hard costs directly related to replacement/repair work. Any applicable provisions required for completing the proposed work in each specific facility type (for example, Health and Safety regulation, asbestos abatement, infection control) shall be included and identified in the report and tables explicitly.

b. Cost estimates shall be based upon first-hand inspection, intrusive testing and interviews with the Municipality's personnel. Recommendations of the type of repair and/or replacement work shall consider not only the construction cost, but also the operational impact of replacement.
c. Cost estimates shall account for potential service impacts such as loss of revenue due to work stoppages and transportation costs due to temporary accommodations. Provision of various cost scenarios for major service disruptions is requested.
d. Calculate the construction replacement value (CRV) of each facility based on current market pricing, codes and regulations. The CRV shall be inclusive of all costs, but not limited to: construction, design, project management, administration, site development, and site features. The CRV shall not be representative of real facility market value or insurance replacement value.
e. The Successful Proponent shall provide the methodology on how the CRVs are calculated and the unit rate used to calculate the CRV.

All properties require comprehensive M&E assessments. The Municipality requires the Successful Proponent to inspect and report on components based on priorities that will affect the daily operation of the building(s).

The BCA and CES must address a number of physical as well as financial factors in order to fully evaluate the properties. They include:

1. Intrusive inspections of the building components, systems and equipment to assess their present condition, factors affecting future performance and expected remaining service life.
2. Identifying and inventorying the building components, systems and related sub-components.
3. Determining the type of repair and/or replacement work to be included in the Capital Expenditure.
4. Determining the remaining service life of the individual building components.
5. Calculating the present cost to undertake the corrective work.
6. Determine the future cost of the repair or replacement in today's dollars.
7. Capturing observations about problems related to building safety, structural integrity, building function and compliance with building codes, by-laws and regulations, applicable to each particular facility.
8. Determine including explanations for best practices of preventative maintenance routines and other steps to prolong the useful life of the components.
9. Providing priority lists for components that require repairs/replacements over a 20-year study period.
10. Investigate and present recommendations for energy efficient alternatives for the replacement of the equipment and/or systems.

The M&E portion of the project shall focus in the following areas:

1. Site Elements (lamp standards, transformers, drainage systems, sewers, catch basins, etc.)
2. Mechanical Systems (heating and cooling, ventilation and exhaust, etc.)
3. Electrical Systems (interior and exterior lighting, electrical distribution, etc.)
4. Plumbing Systems (piping systems, pumps and devices, water closets. fixtures, etc.)

5. Vertical Conveyance (elevator finishes, modernization, code compliance, etc.)
6. Fire/Life Safety (sprinklers, hoses, alarms, communications and security, Emergency Generators, etc.)
7. Barrier Free Access (automatic door openers, etc.)

The assessment will obtain the physical condition of the M&E related building elements as referenced above and shall use an agreed upon codification system to classify M&E components.

Each piece of equipment is to be photographed and identified. The Successful Proponent will be responsible for creating an inventory of the M&E elements for each building for future use and reference by the Municipality.

The report should provide a general description of the component/equipment including quantity, location, make/model, applicable serial numbers, current age of equipment, adjudged age of equipment (if equipment is prematurely aging) and estimated remaining service life. In addition, the report must include an in-depth condition evaluation which may require invasive (internal) inspection of equipment and components. Explanations and recommendations for highlighted deficiencies or projected concerns are to be included in the report. The descriptive outline of the assets should also be supported with a digital library of photographs. Cost estimates for correcting potential deficiencies are to be included as part of the assessment. The report should not include assumptions and should be based upon first hand inspections and interviews with Municipality's personnel.

The scope of work for the preparation of the BCA and CES includes the following:

1. Drawing and Documentation Review
2. Interview Facility Maintenance Personnel
3. Site Review/Inspection
4. Quantity Take-Off

The Successful Proponent will follow their standard reporting but will provide the information in the format as dictated by the Municipality. The CES portion of this study will be generated from the data collected. The assessment report should support the costs and anticipated expenditures shown in the CES.

4.6 **MYTHOLOGY**

Project Requirements

The BCA and CES reports are to be submitted in electronic draft for review by the Municipality's Manager of Public Works. The draft reports will be reviewed for content and format compliance. Upon approval of the draft report, a final submission of the report will be presented in both a PDF format and in Microsoft Excel, format provided on a shared file. All digital photographs must be cross-referenced to the specific equipment records.

The BCA portion of the report will be entered onto a spreadsheet format. The table must be stored in Microsoft Excel format and must provide the Municipality with the capability to continue to update all data, manage deferred maintenance and predict future capital

expenditures.

Qualified mechanical and electrical professionals must perform the inspections. The assessment must correspond with the data provided in the CES and backed up with technical references. The assessment must meet the following requirements:

1. Study must provide a plan to strategically and efficiently undertake the recommended work with realistic budget considerations.
2. Study should address the highest priority need and future needs.
3. Study will be used to develop present and future budgets.
4. Study must include a preventative maintenance plan for each component including sub-components, where applicable.
5. Study must incorporate existing repair/replacement schedules and trends.
6. Energy efficiency recommendations should provide more than one option (full life cycle comparison of maintenance costs and energy savings should be included).

Drawing / Documentation Review

A review of available drawings, specifications, maintenance records and historical repair/replacement records and reports must be undertaken under the scope of work. Available drawings will be provided by the Municipality for each property that drawings exist for.

Interviews with Facility Maintenance Personnel

Meeting with the related personnel will allow the Successful Proponent to capture first-hand information on each property. This is an opportunity to interview personnel working closely with the building components to gain their insight and to avoid unqualified assumptions. Meetings will be arranged through the Manager of Public Works and to be included in the scheduling.

Site Review / Inspection

Visual and intrusive audits of the building M&E equipment and components are to be undertaken to provide detailed information on:

1. the location(s),
2. current age,
3. condition and remaining life expectancy of the building(s) equipment and components.

Building elements should be visually examined to assess regulatory compliance with:

1. Ontario Building Code (including barrier-free access),
2. Ontario Electrical Safety Code (administrating authority is the Electrical Safety Authority); and,
3. Ontario Fire Code

The Successful Proponent must provide all required equipment to assess all M&E components. Access to all properties must be confirmed by Municipal personnel. When accessing roof areas, Fall Arrest Protocols must be followed including the wearing of approved fall arrest equipment and safety footwear. It is imperative that safety attire appropriate to the type of inspection be used.

The condition review is a physical survey based on a comprehensive and intrusive assessment and a specific/testing protocol. The main purpose of the assessments is to identify the existing M&E facility components and to assess the current condition of these components and sub-components. It is expected that the Successful Proponent be equipped to investigate the condition of sub-components as well as main components of a facility's assets. This includes, but not limited to, the following:

1. The removal of equipment housing – internal components review
2. Infrared testing – excessive heat loads
3. Vibration analysis – support bearing out-of-line
4. Oil analysis – accumulation of sediments
5. Harmonics testing of the electrical systems
6. Identification of potential environments that support biohazards and contaminants related to mold.
7. Identification of asbestos-containing substances in and around the components being inspected.

Fire/Life Safety Systems

A qualified Fire/Life Safety Consultant is to review the fire/life safety equipment and systems in each property (where applicable) that affect containment, detection, suppression and egress. This will include all fire alarms and sprinkler systems, piping, valves, connections, fire pumps, emergency power, elevator emergency operation, etc. The Fire/Life Safety Consultant is to be a registered fire/life safety inspection contractor, who is able to access all fire/life safety-related systems without the supervision of the property maintenance personnel.

The Fire/Life Safety Consultant will provide information on whether the existing fire alarm system is still manufactured, the availability of parts and the risks and costs associated with the equipment of the particular manufacturer should the system require repair or replacement in whole or in part within the time frames of the Capital Expenditure Study.

The Successful Proponent, or a representative thereof, will assess and report on the mechanical related fire systems for detection and suppression, including elements such as sprinklers, standpipes, fire pumps, fire extinguishers and cabinets, Siamese connections, fire hydrants, chemical suppression and hood and duct fire protection.

1. The following investigation approaches are to be used:
    - Review of plans, specifications and maintenance reports, where applicable.
    - Review of building fire safety plan.
    - Site inspection and visual checks of labels, thicknesses, distances, devices, conditions.
    - Operation of specific mechanical and electrical devices as outlined.

2. Key issues and assessment of the fire/life safety systems should highlight the following:
    - Location, severity, type, frequency and implications of defects and deficiencies.
    - Possible causes of deficiencies, where applicable.

- Provide recommended repair or replacement strategy, associated costing and timing for implementation.
- Provide recommended maintenance schedules to ensure systems reach their service life.

Please note that when there is a life safety concern, it should be immediately reported to the Manager of Public Works so that action can be taken to ensure issues are addressed in a timely manner.

Building Envelope

The performance of the building envelope has implications for the performance of various building systems, the durability and serviceability of the building as a whole, and thus the health and safety, comfort and productivity of the building occupants.

The building envelope audit must identify areas of apparent weakness or failure in the envelopes ability to control the flow of heat, air, water and moisture, and verify that the constructed building envelope conforms to design and code requirements.

The Successful Proponent will be expected to differentiate on site between signs that indicate superficial or temporary problems in performance having no long-term significant and others that point to more serious problems of control. Since many of the “agents” are invisible – air, moisture – the Successful Proponent must have a good knowledge of envelope systems and the interactions of heat, air, water and moisture flow to assess how well the controlling functions of the envelope are being satisfied.

Mechanical Systems

The review of the mechanical systems will include an inventory of the systems and associated equipment including plate information and details on its location, quantity, make/model, capacities, service life, etc. (e.g. Atmospheric, 50,000 BTU, gas-fired, Trane Chillers). A review of the maintenance records should be conducted to identify areas of concern and an invasive examination of the equipment to assess its working condition. The review will include, but are not limited to, the following:

- Make-up air systems
- Exhaust fans
- Piping systems
- Air conditioning systems including: pumps, insulation, cooling tower, dry air cooler, etc.
- Heating systems
- Domestic water systems
- Exposed plumbing and insulation
- Generator sets
- Heating boilers
- Ventilation systems
- Humidification systems
- Barrier-free equipment/ hardware

- Building automation systems and controls
- Fire and life safety equipment, including exit lighting
- Elevator Systems
- Sliding Entrance Door systems
- Pool Mechanical System

The following characteristics are to be assessed:

1. Types and condition of HVAC systems
2. HVAC performance with respect to air temperature, relative humidity and CO2 concentrations in the occupied space and CO and NO2concentration in the garage and near entrance points to the occupied space
3. Condition and adequacy of the domestic water supply system
4. Condition, capacity and control system for the fire sprinkler and standpipe system
5. Condition and adequacy of the sanitary system
6. Condition and adequacy of the storm water system
7. Condition of all major system components, their remaining service life, repair and replacement requirements
8. All potential sources of air/water contamination and control mechanisms such as combustion devices, storage rooms, open drains, cooling towers, AC units, etc.
9. Common signs of problem HVAC systems (e.g. unintentionally closed outdoor air supply dampers, covered supply air registers, improper cycling frequency and conflicting positioning of input and output vents)

Electrical Systems

The review of the electrical systems will consist of identification and comprehensive assessment of the condition of the power system from the Hydro vault, through the switchgear, to the distribution systems, to each floor level electrical room(s), to each area/floor level. The review of the electrical systems will include an inventory of the systems and associated equipment including details on its location, quantity, make/model, capacities, service life, etc.

The intrusive examination will also include emergency generator, security systems, intercom systems (site communication systems), cable and telephone systems, and the pipe tracing systems. The Uninterrupted Power Source (UPS) equipment will be assessed by the Successful Proponent. All electrical systems are evaluated with respect to capacity, type, condition, degree of control and adequacy of service.

The review will include, but are not limited to, the following:

1. Electrical supply, distribution and grounding systems
2. Lighting
3. Emergency lighting and standby power system

All electrical systems are to be evaluated with respect to capacity, type, condition, degree of control and adequacy of service. The performance of the illuminated environment and the lighting system is to be assessed relative to the building requirements. The report should also include description of type and use of spaces, with possible information on future

requirements or changes.

Key issues and assessment of the electrical systems should highlight the following:

1. Key elements of all electrical systems
2. Common signs of problems
3. Factors that can adversely affect the performance
4. Locations, severity, type, frequency and implications of defects and deficiencies
5. Probable causes of deficiencies, where applicable
6. Recommended investigations
7. Adequacy of the electrical and lighting system design for the building function
8. Provide recommended repair or replacement strategy, associated costing and timing for implementation
9. Provide recommended maintenance schedules to ensure systems reach their service life.

Vertical Conveying Systems

Where there are elevators and other conveying systems (such as handicap lifts, freight lift/loading dock levelers, chair hoists, etc.) in a facility, a qualified Elevator Consultant shall determine whether the equipment is operating properly and the condition of key elements of the system. The Elevator Consultant is to be registered elevator inspection contractor who is able to access all elevator related spaces including hoist ways and machine rooms, without the supervision of the building's elevator maintenance contractor.

Elevator and conveying systems assessments are carried out for the entire installation including machine room equipment, hoist way, pit entrance, signal operation and remote controls. The elevator and conveying systems inspection would include a review of equipment such as motors, brakes, selectors, generators, controllers, governors, door and hoisting equipment, fixtures and cabs to determine modernization requirements. In addition, the inspection will include, but are not limited to, the following:

1. Machine Room
    a. Equipment operating speed
    b. Fusing
    c. Internal inspection of equipment controllers
    d. Brushes and commuter health
    e. Housekeeping and cleanliness
    f. Venting and cooling equipment

The report shall provide all the details of the Elevator Consultant's findings and recommendations on the elevators and conveying systems remaining practical life expectancies as well as code or other upgrades. This will include provision of scheduling and budgetary figures.

Key issues and assessments of the vertical conveyance systems should highlight the following, which are not currently covered by annual OTIS inspections:

1. Equipment descriptions
2. Safety related deficiencies

3. Major deficiencies
4. Minor deficiencies
5. Control modernizations
6. Optional upgrades
7. Probable causes of deficiencies, where applicable
8. Provide recommended repair replacement strategy, associated costing and timing for implementation

The purpose of the elevator and conveying systems review is two-fold: to determine whether the elevators and conveying systems are operating to their design standard; and to review the systems as a whole with respect to the rate of aging and obsolescence and thereby provide information to the Capital Expenditure Study to allow provisions to be made for replacement of the systems or major elements of the systems as they age or become obsolete.

Site records, drawings and maintenance logs are to be checked by the Elevator Consultant for compliance with maintenance regulations.

Site Utilities

The Consultant will conduct a comprehensive review of the site utilities (water, sewers, gas and hydro) to identify any areas of major concern/deficiencies. Identify required underground testing/camera surveys and lifting of man-hole covers.

Key issues and assessment of the site utilities and associated systems should highlight the following:

1. Location, severity, type, frequency and implications of defects and deficiencies.
2. Component summaries of all site utilities including associated systems and their current condition.
3. Probable causes of deficiencies, where applicable.
4. Provide recommended repair replacement strategy, associated costing and timing for implementation.
5. Provide recommended maintenance schedules to ensure systems reach their service life.

Surface Site Features

The Successful Proponent will conduct a general comprehensive review of the exterior site elements (surface drainage, exterior lighting, to identify:

Key issues and assessment of the surface site features should highlight the following:

1. Location, severity, type, frequency and implications of defects and deficiencies.
2. Component summary of all M&E related surface site features and their current condition.
3. Probable causes of deficiencies, where applicable.
4. Provide recommended repair replacement strategy, associated costing and timing for implementation.

5. Provide recommended maintenance schedules to ensure systems reach their service life.

Barrier Free Access

The Successful Proponent will conduct a comprehensive review of the barrier-free equipment to identify any area of major concerns and/or deficiencies. Barrier-free as defined in the 2010 Ontario Building Code (OBC), Section 1.1.3.2 means that a building and its facilities can be approached, entered, and used by persons with physical or sensory disabilities.

Key issues and assessment of M&E related barrier-free access systems should highlight the following:

1. Location, severity, type, frequency and implications of defects and deficiencies.
2. Component summary of all barrier-free equipment including associated systems and their current condition.
3. Probable causes of deficiencies, where applicable.
4. Provide recommended repair replacement strategy, associated costing and timing for implementation.
5. Provide recommended maintenance schedules to ensure systems reach their service life.

Please note that a number of these components may also be covered under Fire/Life Safety Systems.

Code Compliance

The assessment of the building, systems, components and services shall include a review for code compliance, (i.e. Building Code, Fire/Life Safety, Occupational Health & Safety Act, etc.). This general code compliance assessment does not mean a “Code Compliance Review”.

The Successful Proponent 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. It will also detail the exact location and nature of non-compliance and include a description of what is required to rectify the situation.

Reporting

The equipment list tables are to include detailed descriptions of each component and their locations, observations and recommendations for future repair or replacement. It must identify all potential and anticipated deficiencies and problem areas for further investigation. The tables are to report on the short-term and long-term retrofits, upgrades, repairs, replacement requirements for the new and existing elements, prioritizing the implementation of the requirements including energy efficient recommendations and identifying cost for same.

Digital photographs are required to capture observed conditions and the anticipated deficiencies.

Please note that all photographs will be taken using a digital camera and be downloaded onto a USB stick. Scanned photographs will not be accepted. The resultant image must be of the appropriate resolution and compression to deliver an image of sufficient detail to document the condition referenced.

At a minimum, the Successful Proponent will provide photographs of observed deficiencies and general overviews of various components. The Successful Proponent will provide photographs of any installation deficiencies as well as areas requiring future repairs/replacements.

The Successful Proponent 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 Successful Proponent will be reflected in the capital reserves recommended and the assumptions underlying the information required for the Capital Expenditure Study.

The Final submission is to be formatted as follows:

1. Letter of transmittal on company letterhead to include the executive summary of findings and life safety issues (indicate relative compliance with current building codes and by-laws)
2. Capital Expenditure Study: An evaluation condition status of the existing property elements, using the prescribed building hierarchy system, with recommended capital repairs, replacements, upgrades or renovations required over the next 20 years, quantity estimates, unit cost estimates and total cost estimates for the recommended capital work. To assess the priorities of the capital work, the prioritization system identified in the following Section 2.8.1 will be used.
3. Measurements: Unit measurements for repair/replacement costing are to be made by visual assessments and take-off from drawings (where available) and/or from on-site conditions at the property. The measured units are to be reported in metric format.
4. Building Components Life Cycle/Cost Table.

Capital Expenditure Study

The review of the assets is conducted, and an overview of the observations is organized into CES (Capital Expenditure Study table).

4.7 **DATA COMPILATION AND ANALYSIS**

Building Component Lift Cycle / Cost Table

The Building Component Life Cycle/Cost Table provides a listing of all the major building elements that have been included in the Capital Expenditure Study (CES). For each of the components their priority rating, current cost, expected service life, current and effective ages, remaining service life, estimated future cost and general scope of repair or replacement work are noted.

Building Components

1. This is the inventory of the building components, systems and equipment that have been included in the Capital Expenditure Study.
2. Inventory should be codified as agreed upon between the Successful Proponent and the Municipality.

Condition Score

The deficiencies identified during the site inspections will be categorized under the following scoring system to establish the schedule of the corrective action. A criteria category will be assessed for each component. Work priorities will then be determined by comparing the categories for deficiencies within a building.

Definition of Rating
Good – No action required. No further criteria assessment provided. (No Repair Required for Next 3 Years, re-assess in 3rd Year)
Acceptable – Obvious but minor aesthetic, functional or operational deficiency. (Repair in 2-3 Years)
Fair – Requiring frequent maintenance, adjustment, reset, etc. Serious aesthetic annoyance. (Repair in 1-2 Years)
Poor – Functioning unreliably, but imminent failure expected, requires major operator intervention. (Repair at least next year)
Failed – System or component non-functional or missing. (Repair immediately)

Definitions

Within the descriptive portion of the tables, the components of the building may be referenced to a general condition statement such as good, acceptable, fair, neutral, poor and failed condition. The said condition is a generalization of the component as a whole without focusing on specific issues. This statement provides a general understanding as to how this item will be prioritized as part of the annual budget.

1. Good
   Indicates that the overall condition of the building element under review was found to be functional with only minor deficiencies/defects noted over the majority of the components. There may have been isolated areas only of premature deterioration. Generally, there is no action required and there are no further criteria assessment provided. No repair or replacement is anticipated for the next 3 years, assuming normal use and regular maintenance is continued, assessment is recommended in the 3rd year.
2. Acceptable
   Indicates that the overall condition of the building element under review was found to

be wearing with a number of deficiencies noted, or a combination of items in good or poor condition. An example of this may be a hot water heater is approaching the middle of its typical service life with expected maintenance repairs such as filter replacement, cleaning, etc. It is considered to be acceptable with obvious, but minor aesthetic, functional or operational deficiency. Assessment recommends repair in 2-3 years.

3. Fair
   Indicates that the overall condition of the building element under review has either reached the end of its life expectancy or was found to be prematurely deteriorated with some physical damage but the element is still functional. This item is below acceptable standards and may require frequent maintenance, adjustment, reset, etc. This may also be a serious aesthetic annoyance. Assessment recommends repair in 1-2 years.
4. Poor
   Indicated that there is imminent failure with inability to function reliably, requires major operator intervention. Assessment recommends repair during the next year with the remaining service life of 1 year.
5. Failed
   Indicates that the system or component is non-functional, non-compliant and/or missing. Assessment recommends repair, replace or install immediately; however, show the remaining service life of 1 year.

Present Cost Allowance
This is the cost in current dollars to undertake the scope of work for each of the listed components.

Service Life
This is an estimate as to how many years from the time it is new to the time the component requires corrective work that is noted in the Scope of Work. Estimated life expectancies are based on information provided by the Municipality and other costing data references.

Age
This is the current age of the building component.

Observed Age
For various reasons a component may be wearing faster or slower than would normally be expected for its age. The Observed Age is an adjudged age of the component based on its current condition and remaining life expectancy. For example, a roof having a chronological age of five years and which has not received routine maintenance, may have its “effective age” noted to be eight years. This means that while the roof may only be five years old, it has the appearance and is likely performing as if it were eight years old. Similarly, components that have received exceptional maintenance may be effectively “younger” than their chronological age.

Remaining Service Life
This is the time remaining (in years) before the corrective work is estimated to be required. It is simply the difference between the Service Life and Observed Age.

% of Cost

This is the percentage of the cost for any repair or replacement work covered by the Capital Expenditures for a particular component. For example, there are a total of 200 units in the building and the cost to replace the low-tension electrical services is $1000 per unit. Since it is unlikely that every single unit will have electrical failure at the same time, an allowance of 10% of the total cost will be allocated yearly instead. The percentage cost will show as 10%.

Estimated Future Cost

This is the estimated cost of corrective work for each component when it is required in the future. For this report, the Estimated Future Cost is the Present Cost Allowance multiplied by the Percentage of Cost. The Municipality will apply its own inflationary calculations.

Scope of Work

This is a brief description of the nature of corrective work involved with each of the building components. This can involve work of a repair/refurbishment nature through to complete replacement. Detailed descriptions, observations and recommendations will follow in subsequent columns.

Inflation Rate

No inflation rate to be applied.

Units

This is the unit measurement utilized in the calculation of the Current Cost Allowance for the specific component. (Abbreviations: m = meters, sm = square meter, # = number/each, item = the component as a whole).

Equipment Photograph

Provide a high-quality digital photograph of each piece of equipment that is reviewed and inspected.

2026 Rate

This is the construction unit rate (in dollars) utilized in the calculation of the Current Cost Allowance. NOTE: this does not include management or design fees, internal charges or contingency allowances. (The year shown will be adjusted to correspond to actual date).

Building Condition Assessment Report

The Building Condition Assessment (BCA) Report provides a summary of the information captured during the inspection review. Similar to the Life/Cycle Cost Table, each component is codified as agreed to between the Successful Proponent and the Municipality. For each component, description, equipment/component name, system name, manufacturer name (make), location, model and serial number, system capacity, efficient rate, power supply, observations and recommendations are identified.

Manufacturers Name

This identifies the make or name of the company that produce the

equipment/component. (Eg. Carrier, Trane, Rheem, Westinghouse).

Supplier
This identifies the name of the distributor that sold or distributed the equipment. (Eg. DDK Ventilation Products, Southland Electrical Ltd.).

Location
This identifies the exact location within the building or property where the equipment/component is installed. (Eg. 3rd floor janitor's closet, penthouse mechanical room).

Model Number
This is the series of letters and numbers that are stamped on the equipment/component nameplate that identifies the type and other specifications.

Serial Number
This is the series of letters and numbers that are stamped on the equipment/component nameplate that uniquely identifies a specific unit and is used for traceability and for warranty purposes.

System Capacity
This information identifies the maximum input/output, size or power expected to be supplied by the equipment/component. Various equipment will be expressed in different units. (Eg. HP – horsepower for motors and pumps, BTU – British Thermal Units for furnace and boilers, GAL – gallons for tank size).

Efficient Rate
This provides the percentage ratio for the rate of energy consumption to the rate of equipment output. (Eg. 90% for a high efficient boiler).

Power Supply
This identifies the electrical potential (Volt), electric power (Watts) and the electric current specified for the equipment.

Observations
This is the descriptive assessment of the equipment/component including all observed and tested concerns. The assessment will obtain the physical condition of the M&E related building elements
as referenced in the Scope of Work. This must be an in-depth condition evaluation which may require invasive (internal) inspection of the equipment and components. The descriptive outline of the assets should also be supported with a digital library of photographs.

Recommendations
This is the explanation for the highlighted deficiencies or projected concerns. The scope of work required is to be outlined illustrating the breakdown for the cost estimates. Alternative
recommendations can also be prescribed with its respective cost estimates.

Estimated Annual Expenditures Table

The Estimated Annual Expenditures table forecasts the total estimated expenditures on a yearly basis for a 20-year period.

Facility Condition Index

The Facility Condition Index (FCI) is an industry standard asset management tool which measures the "construction asset's condition at a specific point in time". It is the functional indicator resulting from an analysis of a different but related operational indicators (e.g. building repair costs) to obtain and overview of a building's condition as a numerical value. The expectation of this FCI is to show the owner the value or no value in investing capital dollars into the property in the future.

Facility Condition	**Condition Rating (FCI)**
Good Condition: Building in acceptable condition, routine or minor maintenance needed	91-99
Improvements Needed: Improvements works and/ or significant maintenance work is required	76-90
Renovations/ Remodel: Major replacement, alterations or upgrading of systems or components or the reworking of space is required	61-75
Demolitions/ Renovations: Significant renovations or demolitions is required	0-60

Report Submissions

All reports and photographs are to be submitted in an electronic draft for review by the Municipality's Project Manager and will be specific to an individual facility. The draft report will be reviewed for coherence, content, completeness and format compliance.

Upon review of the first draft report, the Manager of Public Works will provide feedback and comments which the Successful Proponent will incorporate and/or address into the revised subsequent draft report.

Upon acceptance of the revised second draft report by the Manager of Public Works, a final submission of the report will be presented.

Progress Reporting

At the sole discretion of the Municipality, the Successful Proponent, at any time, may be requested to furnish a progress report with regards to the Work as prescribed in this RFP and the Successful Proponent's Submission as accepted and amended by the Municipality.

APPENDIX B – BUILDING SPECIFICATIONS

Municipality of Bayham – Facility Details

Building # 1	Municipal Office / Straffordville Community Centre
Year Built	1980s
Building Construction	Steel/Wood Frame
Floors	2 plus finished basement
Elevator	Yes
Mechanical Room	Yes (2)
Electrical Room	No
Standby Generator	Yes
Electrical Service	Yes – 3-phase / 8-panel
Water Supply	Yes. Private well (1) – option to add 2nd (proposed expansion)
Sewage System	Municipal
Heating System	Forced Air
Roof Type	Steel

Building # 2	Public Works Building
Year Built	1960s
Building Construction	Block Foundation
Floors	1 plus small office (upstairs)
Elevator	No
Mechanical Room	No
Electrical Room	Yes
Standby Generator	Yes
Electrical Service	Yes. 6-panels
Water Supply	Yes. Private well (1)
Sewage System	Septic Bed
Heating System	Forced Air/Radiant Heat Tubes
Roof type	Steel

Building # 3	Straffordville Library
Year Built	1990s
Building Construction	Wood Stud
Floors	1 plus finished basement
Elevator	Yes
Mechanical Room	Yes
Electrical Room	No
Standby Generator	No

Electrical Service	200 Amp
Water Supply	Sand point
Sewage System	Municipal
Heating System	Forced Air
Roof type	Steel

Building # 4	Port Burwell Library
Year Built	Former municipal office – renovated 1980s
Building Construction	Wood Stud
Floors	1
Elevator	No
Mechanical Room	No
Electrical Room	No
Standby Generator	No
Electrical Service	200 Amp
Water Supply	Municipal
Sewage System	Municipal
Heating System	Forced Air
Roof type	Shingles

Building # 5	Port Burwell Fire Hall
Year Built	2012
Building Construction	Steel
Floors	1
Elevator	No
Mechanical Room	Yes
Electrical Room	Yes
Standby Generator	Yes
Electrical Service	Unknown
Water Supply	Municipal
Sewage System	Municipal
Heating System	Forced Air / Radiant In-floor
Roof type	Steel

Building # 6	Straffordville Fire Hall
Year Built	2000s
Building Construction	Block/Steel
Floors	1
Elevator	No
Mechanical Room	Yes
Electrical Room	Yes
Standby Generator	Yes
Electrical Service	Unknown
Water Supply	Yes. Private well (1)
Sewage System	Municipal
Heating System	Forced Air / Radiant In-Floor
Roof type	Steel

Building # 7	Port Burwell Marine Museum
Year Built	1990s
Building Construction	Steel Frame Structure with wood stud walls
Floors	1
Elevator	No
Mechanical Room	Yes
Electrical Room	No
Standby Generator	No
Electrical Service	200 Amp
Water Supply	Municipal
Sewage System	Municipal
Heating System	Forced Air/Armstrong
Roof type	Steel

Building # 8	Port Burwell Beach Washroom
Year Built	2006
Building Construction	Block Wall Construction
Floors	1
Elevator	No
Mechanical Room	Yes
Electrical Room	No
Standby Generator	No
Electrical Service	200amp + 60amp secondary meter for food booth
Water Supply	Municipal
Sewage System	Municipal with pump station
Heating System	N/A
Roof type	Steel

Building # 9	Port Burwell Wastewater Treatment Plant (WWTP)
Year Built	1984 and expansion in 2000
Building Construction	Block wall construction
Floors	1
Elevator	No
Mechanical Room	Yes
Electrical Room	No
Standby Generator	Yes, 125kw diesel
Electrical Service	600v three phase
Water Supply	Municipal water with sand point for influence room
Sewage System	Municipal
Heating System	Forced Air/Armstrong, two units
Roof type	Steel

Building # 10	WWTP Auger Building
Year Built	2001
Building Construction	Block wall construction
Floors	1

Elevator	No
Mechanical Room	No
Electrical Room	No
Standby Generator	No
Electrical Service	Operating through main building
Water Supply	Municipal
Sewage System	Municipal
Heating System	Two unit heaters
Roof type	Flat Roof

Building # 11	WWTP Alum Building
Year Built	2001
Building Construction	Block wall construction
Floors	1
Elevator	No
Mechanical Room	No
Electrical Room	No
Standby Generator	No
Electrical Service	2-225 Amp serviced from main building
Water Supply	Municipal
Sewage System	Municipal
Heating System	Unit heater
Roof type	Steel

Building # 12	WWTP South Building
Year Built	2005-2009
Building Construction	Block wall construction
Floors	1
Elevator	No
Mechanical Room	No
Electrical Room	No
Standby Generator	No
Electrical Service	200 Amp Serviced from main building
Water Supply	Municipal
Sewage System	Municipal
Heating System	Not heated
Roof type	Steel

Building # 13	Vienna Pump Station No. 6
Year Built	2000
Building Construction	Wood, brick
Floors	1+ Basement
Elevator	No
Mechanical Room	No
Electrical Room	No
Standby Generator	Yes, 150kw
Electrical Service	200 Amp

Water Supply	Municipal
Sewage System	Municipal
Heating System	Unit Heater
Roof type	Steel

Building # 14	Straffordville Pump Station No. 5
Year Built	2000
Building Construction	Wood brick
Floors	1+ basement
Elevator	No
Mechanical Room	No
Electrical Room	No
Standby Generator	Yes, 150kw
Electrical Service	200 Amp
Water Supply	Well
Sewage System	Municipal
Heating System	Unit Heater
Roof type	Steel

Building # 15	Straffordville Pump Station No. 2
Year Built	2000
Building Construction	Wood, Brick
Floors	1 + Basement
Elevator	No
Mechanical Room	No
Electrical Room	No
Standby Generator	Yes, 100kw
Electrical Service	200 Amp
Water Supply	Well
Sewage System	Municipal
Heating System	Unit Heater
Roof type	Steel

Building # 16	Eden Pump Station No. 1
Year Built	2000
Building Construction	Wood, Brick
Floors	1 + Basement
Elevator	No
Mechanical Room	No
Electrical Room	No
Standby Generator	Yes, 50kw
Electrical Service	200 Amp
Water Supply	Well
Sewage System	Municipal
Heating System	Unit Heater
Roof type	Steel

Building # 17	Richmond Road Water Treatment Plant
Year Built	1990s
Building Construction	Wood, Steel
Floors	1
Elevator	No
Mechanical Room	No
Electrical Room	No
Standby Generator	Yes, 35kw
Electrical Service	Unknown
Water Supply	Well
Sewage System	Municipal
Heating System	Unit Heater
Roof type	Steel