



Committee of the Whole Excerpts  
March 11, 2025

**WINDSOR COMMUNITY CENTRE STRUCTURAL ASSESSMENT EXCERPT**

A Request for Proposal (RFP) for a Structural and Accessibility Assessment to pre-qualified engineering consultants was posted on February 3, 2024. The structural assessment will analyze the interior and exterior of the current condition and stability of the building including the foundation, slabs, beams, columns, walls and roofing systems. The assessment will also inform the ability for the structure to withstand the installation of solar panels. The accessibility assessment of the building to evaluate doors and hallways, washrooms and vertical systems (stairs and ramps).

The recommended motion was that Committee of the Whole recommend that ...

**COUNCIL AWARD THE RFP TO THE LOW COMPLIANT BIDDER, DESIGNPOINT ENGINEERING & SURVEYING LTD. IN THE AMOUNT OF \$22,585.30 TO SUPPORT THE STRUCTURAL AND ACCESSIBILITY ASSESSMENT FOR THE HANTS COUNTY WAR MEMORIAL COMMUNITY CENTRE TO BE TAKEN FROM THE WHRM OPERATING RESERVE.**



## WEST HANTS REGIONAL MUNICIPALITY REPORT

|                                      |                                                    |                                           |                                              |
|--------------------------------------|----------------------------------------------------|-------------------------------------------|----------------------------------------------|
| Information <input type="checkbox"/> | Recommendation <input checked="" type="checkbox"/> | Decision Request <input type="checkbox"/> | Councillor Activity <input type="checkbox"/> |
|--------------------------------------|----------------------------------------------------|-------------------------------------------|----------------------------------------------|

**To:** West Hants Regional Municipality Committee of the Whole

**Submitted by:** Kathy Kehoe, Director Community Development

**Date:** March 3, 2025

**Subject:** Hants County War Memorial Community Centre (Windsor Community Centre) Structural & Accessibility Assessment – Recommendation Report

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### LEGISLATIVE AUTHORITY

*Municipal Government Act, Section 65, Powers to expend funds for a municipal purpose.*

### RECOMMENDATION

Committee of the Whole recommends

... Council the award the RFP to the low compliant bidder, DesignPoint Engineering & Surveying Ltd. in the amount of \$22,585.30 to support the structural and accessibility assessment for the Hants County War Memorial Community Centre to be taken from the WHRM Operating Reserve.

### BACKGROUND

|                                              |                                            |                                                 |                                            |                                              |                                                 |
|----------------------------------------------|--------------------------------------------|-------------------------------------------------|--------------------------------------------|----------------------------------------------|-------------------------------------------------|
| Property <input checked="" type="checkbox"/> | Public<br>Opinion <input type="checkbox"/> | Environment <input checked="" type="checkbox"/> | Social <input checked="" type="checkbox"/> | Economic <input checked="" type="checkbox"/> | Councillor<br>Activity <input type="checkbox"/> |
|----------------------------------------------|--------------------------------------------|-------------------------------------------------|--------------------------------------------|----------------------------------------------|-------------------------------------------------|

January 28, 2025, WHRM Council recommended that staff proceed with a Request for Proposals (RFP) for a structural assessment of the Hants County War Memorial Community Centre.

### DISCUSSION

On February 3, 2025, staff issued a Request for Proposal (RFP) for a Structural and Accessibility Assessment to pre-qualified engineering consultants, closing on February 25, 2025. The structural assessment will analyze the interior and exterior of the current condition and stability

of the building including the foundation, slabs, beams, columns, walls and roofing systems. The assessment will also inform the ability for the structure to withstand the installation of solar panels. The accessibility assessment of the building to evaluate doors and hallways, washrooms and vertical systems (stairs and ramps).

The final report on the building that documents all structural and accessibility components, provides a condition of all structural and internal and external accessibility components and recommendations on the need for remediation or replacement with required cost (Class D) to meet National Building Code Requirements.

The call for proposals resulted in two proposals being received for evaluation. The proposals were evaluated for completeness and technical ability to execute the scope of work.

| Vendor                                      | Item                                  | Purchase Price | Total Value<br>(including applicable taxes) |
|---------------------------------------------|---------------------------------------|----------------|---------------------------------------------|
| DesignPoint Engineering and Consulting Ltd. | Structural & Accessibility Assessment | \$20,625       | \$21,509.81                                 |
| WSP                                         | Structural & Accessibility Assessment | \$38,540       | \$40,193.36                                 |

## NEXT STEPS

Pending approval from Council staff will proceed with the RFP award to DesignPoint Engineering & Surveying Ltd.

## FINANCIAL IMPLICATIONS

Tendering Timeline:

|                                       |                   |
|---------------------------------------|-------------------|
| RFP Issued to Pre-Qualified Engineers | February 3, 2025  |
| Closing Date                          | February 25, 2025 |
| Price Expiry                          | Not noted         |

|                             |                   |
|-----------------------------|-------------------|
| DesignPoint Engineering     |                   |
| RFP Pricing                 | \$20,625.00       |
| Non-Recoverable Tax (4.29%) | \$884.81          |
| Contingency (5%)            | <u>\$1,075.49</u> |
| Total Project Cost          | 22,585.30         |

If approved, this will be added to the 2025-26 Capital Budget. The projected WHRM operating reserve balance on March 31, 2025, is \$1,596,547. Which represents 4.7% of the 2024-25 annual operating budget. The unrestricted operating reserves are below the reserve policy threshold of 10%.

## ALTERNATIVES

Council can choose not to proceed with this work.

## ATTACHMENTS

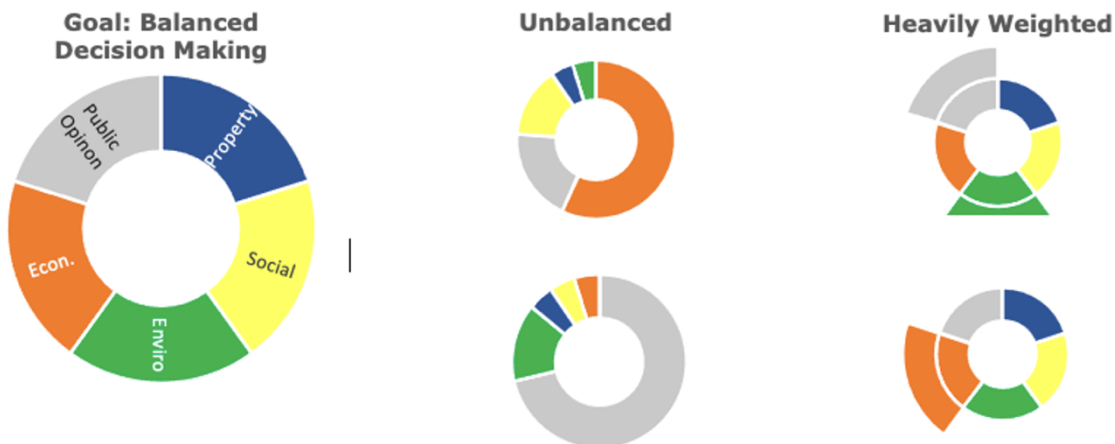
None

## CHIEF ADMINISTRATIVE OFFICER REVIEW

The report and recommendation is in alignment with past direction provided by Council. The assessment is critical in influencing future decision-making surrounding renovations of the building and it's future use. Staff will continue to highlight pressures associated with operating reserve levels to best inform Council. As the assessment influences future decision making, staff support the cost and use of the operating reserve for this work.

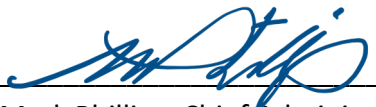
I support the recommendation.

*Council has been provided with a reference taken from the Meeting and Committee Procedural Policy , Appendix C "Decision Making by Council and Committee of the Whole" as a reminder of the principles highlighted for good decision making.*



Report Prepared by: \_\_\_\_\_  
Kathy Kehoe, Director Community Development

Report Reviewed by: \_\_\_\_\_  
Carlee Rochon, Director Financial Services

Report Approved by:  \_\_\_\_\_  
Mark Phillips, Chief Administrative Officer