



WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation ☒	Decision Request ☐	Councillor Activity ☐
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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

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 ☒	Public Opinion ☐	Environment ☒	Social ☒	Economic ☒	Councillor Activity ☐
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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 (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

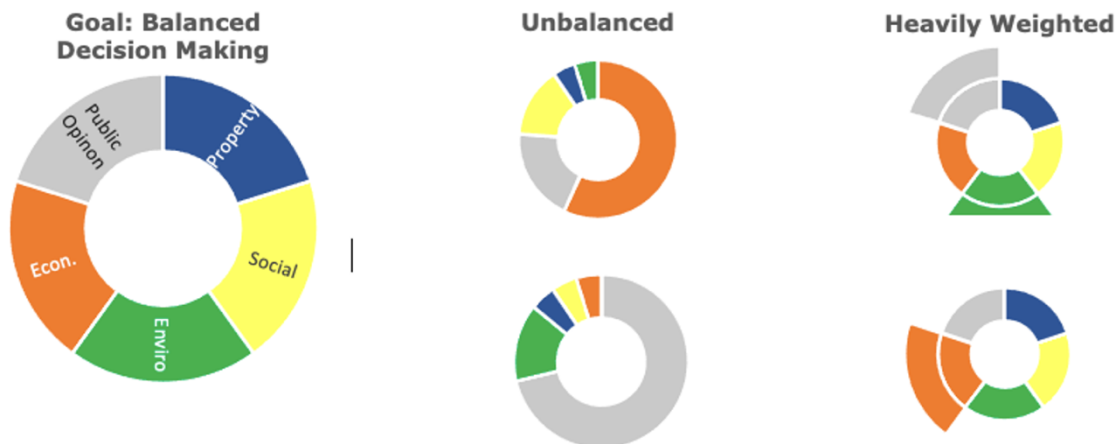
None

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.

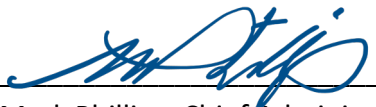
I support the recommendation.

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