

REQUEST FOR PROPOSALS

RFP# Capital Replacement Plan Stratford Seniors

Date: May 4, 2023

Proposals will be received not later than:

1:00 pm Local Time

May 25, 2023

Addressed to: Stratford Community Seniors Complex
234 Shakespeare Drive
Stratford, PE
C1B 2V8

The Stratford Seniors Complex is soliciting proposals for consulting services to do a **building assessment and capital replacement plan** for our building located at 26 Mutch Drive in Stratford. The Stratford Seniors complex was built in 1990 and it is a 15unit building. The tenants of the building must be able to look after themselves, we do not offer any health care services. This building is income subsidized in partnership with CMHC. CMHC requires that the capital replacement plan be done by a 3rd party. In the past we have completed the capital replacement plan ourselves.

Requirements of the proposal:

- Gather information on the current physical condition of the property at 26 Mutch Drive.
- Condition Survey for 26 Mutch Drive (Appendix A)
- Consider the future needs of the property (Ex: does it meet up to date building code requirements.)
- Technical report for the building.
- Meet onsite with staff of Seniors complex to do assessment of building. This would require a few visits.
- Coordinate with staff to get access to building, furnace room, attic, apartment units.
- Detailed description of type of work that you would see needed on the building.
- Pictures of the building to show what type of repairs/replacement are needed. (Example: lifted sidewalk, picture to note that repair is needed)
- Best practices for maintaining this building for the future.
- Energy efficiency upgrades to ensure future sustainability of the building.

- Suggestions on parking. Very limited parking available and we do have a common area room that we would like to host events but currently no parking other than on street.
- The replacement plan should be very thorough and include detailed components of the building. See attached template.
- For the costing of components please provide details in the report of how prices were determined, and the amount of contingency built in.
- Prepare a final report to be presented to Stratford Seniors Complex board, Stratford Town Council and CMHC representatives.
- All data must be provided in electronic format (Excel and Word)

Timeline

- Please give us a detailed timeline of how and when the work will be completed.

Price

- Cost for consulting services to complete a building assessment and capital replacement plan and report for 26 Mutch Drive.

References

- Please provide three references of buildings that you have completed this type of work for in the past.
- Please provide qualifications of the consultant that will be working on this project.

Other Information

- CMHC Approved Capital Replacement plan from September 2019 (Will be sent as a separate excel file)

The Stratford Seniors Complex reserves the right to accept or reject any proposals and to use such criteria as the Seniors Complex deems appropriate in awarding the bid. The bidder acknowledges that it shall have no claim against, or entitlement to damages from, the owner by reason of the owner's rejection of any or all the proposals.

If you have any questions about this quotation request, please do not hesitate to call the undersigned at 569-6258.

Yours truly,

Kim O'Connell, CPA
Director of Finance & Technology

Appendix A

Condition Survey

A Condition Survey can help you assess the remaining useful life of building components. The Condition Survey contains information about immediate or possible problems with the condition of your property. A qualified engineer, an inspector or a building science specialist usually prepares the survey, inspects the property and prepares a report with observations and recommendations.

The Condition Survey should include the following information:

- an inventory of all the property's systems, components and equipment
- observations about problems related to building safety, structural integrity, building function and compliance with building codes
- consultant's insights on the cause of each problem and recommendations for follow-up, and
- estimates for normal life and remaining life. Actual conditions in your property are the basis of these estimates.

The assessment provides useful life estimates and develops priorities for future replacements. The survey is especially useful in preparing a Capital Replacement Plan for the first time. This survey could form part of the regular inspection of your project where funding agencies want them.

In addition, please provide:

- advice on preventive maintenance routines and other steps to prolong the useful life of items
- recommendations for any additional study or testing that is useful
- priority lists for the replacements, especially those needed in the next three to five years.