

COUNCIL REPORT

M&C No.	2019-86
Report Date	April 15, 2019
Meeting Date	April 23, 2019
Service Area	Finance and Administrative Services

His Worship Mayor Don Darling and Members of Common Council

***SUBJECT: Building Condition Assessments (BCA) and Energy Audits (EA) on
Municipal and Water Facilities***

OPEN OR CLOSED SESSION

This matter is to be discussed in open session of Common Council.

AUTHORIZATION

Primary Author	Commissioner/Dept. Head	City Manager
<i>Samir Yammine</i>	<i>Kevin Fudge</i>	<i>John Collin</i>

RECOMMENDATION

It is recommended that:

- (a) the proposal submitted by Capital Management Engineering Limited, for the Building Condition Assessment and Energy Audits on 16 Municipal and Water Facilities, in the amount of \$78,415.00 plus HST, be accepted and that the Mayor and Common Clerk be authorized to execute the necessary contract documents.
- (b) additionally, it is recommended that Common Council authorize staff to conduct direct negotiations with Capital Management Engineering Limited to provide a proposal to complete the same assessments for additional Municipal and Water Buildings.

EXECUTIVE SUMMARY

The purpose of this report is to seek Council's approval to award Building Condition Assessment and Energy Audits on Municipal and Water Facilities to Capital Management Engineering Limited and further authorize staff to include additional necessary Municipal and Water Buildings.

PREVIOUS RESOLUTION

The following previous resolutions were adopted by Common Council:

1. On March 12, 2018 , Common Council (M&C 2018-68) approved the City of Saint John updated Asset Management Policy Statement
2. On October 31, 2018, Common Council (M&C 2018-291) enter into the Grant Agreement with the Federation of Canadian Municipalities under the Municipalities for Climate Innovation Program (MCIP) for the DEEP GHG emission reduction and Building Condition Assessment Study for Municipal buildings and Water Facilities in the amount of \$125,000.

REPORT

The purpose of the BCA/EA is part of the City continuous effort to implement a comprehensive asset management program across the organization to help achieve the following:

- Improve the asset data inventories for buildings
- Help Council as well as staff make more informed investment decisions
- Develop a 25 year long term capital investment profile on the selected buildings
- Identify energy and cost saving opportunities using life cycle cost assessment to reduce energy and maintenance costs as well as GHG emissions to help achieve Corporate GHG emissions target

The proposed scope of work consists of performing the following main activities and deliverables on 9 municipal buildings and 7 water facilities (see attached):

- Provide a detailed asset inventories to help manage buildings infrastructure
- Conduct a detailed condition assessment as per ASTM E2018 Standard
- Conduct a detailed energy audit as per ASHRAE Level 2 standard
- Develop an electronic tool to assist City staff gather field data on buildings in the future
- Train City staff to collect buildings attributes and conduct condition assessments

STRATEGIC ALIGNMENT

The proposed project is clearly aligned with the following City Plans, policies, Council Priorities, programs and practices:

1. Corporate and Community GHG action plan target to reduce GHG emissions

2. City of Saint John Asset Management Policy and strategy objectives to apply risk-based decision and life-cycle costing principles to prioritize capital investment, define asset renewal and replacement needs, lengthen planning horizon, identify alternative measures, facilitate the leveraging of infrastructure funding from external sources, take into consideration climate change impact, and improve the reliability of customer service.
3. City of Saint John Asset Management Phase 2 Steam 1 Life Cycle Management to update asset registry and prioritize capital investment based on defined and quantify asset risks

SERVICE AND FINANCIAL OUTCOMES

The total cost to perform the BCA/EA on 16 buildings, if awarded to the highest ranked and lowest bidder, will be \$78,415.00 plus HST. Funding for this project is provided by NB Power Energy Efficiency Program and FCM under the Municipalities for Climate Innovation Program (MCIP). The total cost of the project is under the amount of grant (\$150,000) from FCM and NB Power. As a result, the City will be able to further conduct direct negotiations with Capital Management Engineering Limited to provide a proposal to complete the same assessments for additional Municipal and Water Buildings.

INPUT FROM OTHER SERVICE AREAS AND STAKEHOLDERS

Materials Management facilitated the Request for Proposal (RFP) process to solicit proposals for Building Condition Assessments and Energy Audits on Municipal and Water Facilities. As such the RFP closed on March 25, 2019 with the following proponents responding by submitting proposals:

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|--|-----------------|
| ➤ Fundy Engineering | Saint John, NB |
| ➤ R.V. Anderson Associates Limited | Fredericton, NB |
| ➤ RSEI Consultants Limited | Fredericton, NB |
| ➤ Capital Management Engineering Limited | Halifax, NB |
| ➤ Pinchin | Halifax, NB |
| ➤ EXP | Saint John, NB |
| ➤ CBCL Limited | Saint John, NB |

A review committee, consisting of staff from Materials Management and Facilities Management reviewed the submissions for completeness and compliance with the RFP requirements and selection criteria consisting of the following:

1. Demonstrated Understanding of the Project and Deliverables
2. Experience and Expertise of the Firm
3. Specific Experience and Qualifications of Key Personnel
4. Proposed Approach
5. Cost

Also in accordance with the City's standard procedures, the committee members evaluated and ranked each proposal based on the proposals' technical merits. Following this, the financial proposals were opened and evaluated and corresponding scores were added to the technical scores.

Capital Management Engineering Limited's proposal was ranked the highest based on an overall rating of the evaluation criteria as well as offering the lowest cost.

The above processes are in accordance with the City's Procurement Policy and Materials Management support the recommendations being put forth.

ATTACHMENTS

List of Buildings