



Rural Municipality of West River

Resolution

Title: Building Condition Assessment Dashboard

Motion Carried	_____	Motion No	2023-80
Motion Lost	_____	Date	November 22, 2023
Motion Withdrawn	_____	Council Meeting No	2023-10
Moved by Councillor Lillian MacCannell	_____		
Seconded by Councillor Ryan Roggeveen	_____		

WHEREAS

According to PS 3280, a new standard implemented by the Public Sector Account Board that came into effect on or after April 1, 2022, an asset retirement obligation is a legal obligation associated with the retirement of a tangible capital asset, and

WHEREAS

When a Municipality has identified that an asset retirement obligation may exist, a liability must be recognized, and the amount of the liability would be estimated, including costs directly attributable to asset retirement activities, and

WHEREAS

The estimate of the liability would require professional judgment and could be supplemented by experience, third-party quotes, and in some cases, reports from independent experts, and

WHEREAS

This resolution bears the recommendation of the Committee of the Whole as discussed at a meeting held on November 9, 2023,

BE IT RESOLVED

The Council for the Rural Municipality of West River accepts the proposal from Colliers Project Leaders to develop a Building Condition Assessment Dashboard for Afton Community Centre, Bonshaw Community Centre, Llyod Inman Park, and Roy Mutter Park Recreation Fields according to the attached documents (Appendix A, attached hereto, forming a part of this resolution) for a fixed fee of \$19,800.00 plus disbursements and HST, and authorizes the CAO to execute it.

I certify that this is a true copy of the resolution.

Helen Smith-MacPhail

Laala Jahanshahloo

Mayor _____

Chief Administrative Officer _____

Appendix A

149 Kent St. 2nd Floor
Charlottetown, PE
C1A 1N5

colliersprojectleaders.com



Laala Jahanshahloo
Chief Administrative Officer
Rural Municipality of West River
1552-B Rte. 19
New Dominion, PE
C0A 1H6

October 16, 2023

Dear Laala,

Re: Rural Municipality of West River - Building Condition Dashboard Development

As follow up to our email exchanges over the last few weeks, regarding your need for expertise in the identification of asset retirement obligations and the development of a Building Condition Assessment (BCA) dashboard. Colliers Project Leaders appreciates the opportunity to provide the Rural Municipality of West River (West River) with the subject matter expertise to deliver these services and reports. Below is our proposal to undertake this project.

Project Understanding

It is our understanding that the scope of this assignment would be to develop a dashboard of information generated based on information collected within BCA's for municipality owned real property assets (limited to facilities). The dashboard would be used by West River to make informed decisions regarding deferred maintenance and capital expenditures required in the coming years.

To complete this assignment, West River requires Colliers Project Leaders to develop BCA's for Town owned facilities which include Afton Hall, Bonshaw Community Centre, Llyod Inman Park, and Roy Mutter Recreation Fields. Additionally, West River requires Colliers to assemble a dashboard of the information collected within the BCA's.

Colliers Project Leaders are pleased with the opportunity provided to support your current team and understand our resources would report to you.

Scope of Services

Colliers Project Leaders embraces the opportunity to lead your project and deliver successful services that exceeds your expectations. The following outlines a scope of tasks and services consistent with our discussions that will offer value added project management services and certainty to your project.

Appendix A - Continued

1. Phase 1 – Building Condition Assessments

- Review of any background information, maintenance records, equipment manuals, and/or historical documents for each of the four assets (Afton Hall, Bonshaw Community Centre, Llyod Inman Park, and Roy Mutter Recreation Fields);
- Completion of a BCA for each of the four assets. The BCA will be provided as a report generated in Microsoft Word/Excel and will be limited to high-level summary of building components and any deficiencies discovered during the assessments. Only deficiencies exceeding \$2,500.00 in value will be documented as corrective maintenance requirements and any items that exceed \$5,000.00 in value that can be accounted for as a capital cost will be included within the report. The report will document corrective maintenance and capital costs for the next 10 year period (2024 - 2034). The report will include pictures of corrective maintenance needs. The assessment will include an introductory description, limitations of the assessment, observations, conclusions and a cost summary of deferred maintenance and capital investment requirements for each asset and building system (i.e. roofing, mechanical, electrical, structural, etc). Assessments will not review environmental/regulatory compliance, building code compliance (national, provincial, or municipal), or by-law compliance; and
- BCA reports will be presented to West River electronically. We have not included within our services any presentations or review of the reports with West River staff.

2. Phase 2 – Development of a BCA Dashboard

- Development of a BCA dashboard that will include: the asset name, size, year constructed, life expectancy remaining, replacement cost new (provided in the CBRE Valuation Report inflated to 2024), deferred maintenance costs (extracted from the BCA's), capital costs (extracted from the BCA's), and additional financial information that will be supplied by West River which may include projected revenue, reserve contributions, level of subsidy required to operate the facility and a Facility Condition Index (FCI).
- We have allotted for one virtual presentation of the BCA dashboard to West River Mayor and Council.

Schedule

Colliers Project Leaders proposes the schedule below for this assignment:

Milestone	Start Date	End Date
Phase 1		
BCA Inspections and Report Generation	October 23, 2023	November 20, 2023
Phase 2		
BCA Dashboard Development	November 21, 2023	November 30, 2023
Presentation to Mayor and Council	Week of December 4 th – 8 th , 2023	

Appendix A - Continued

Project Team

We have selected our project team based on their experience in operations, facility planning, condition reporting, asset portfolio analysis/management and financial management of asset portfolios. Our team members include those with detailed knowledge of the various guidelines and regulations pertaining to asset management used within industry.

Executive Lead – Andrew Wall, CD, P.Eng, PMP, MBA

Our proposed Executive Lead, Andrew Wall, has extensive experience in asset management, portfolio management, capital planning, operations, and financial management of asset portfolios. Over the course of his career, Andrew has been responsible for the management of portfolios of assets in excess of \$2.0 Billion.

Andrew will drive the project forward. He will coordinate the efforts of the project team and manage the project on a day-to-day basis through the completion of condition assessments and the development of the BCA dashboard.

Andrew brings over 20 years of senior leadership experience in infrastructure and real property management roles. Over the course of his professional career, Andrew has managed numerous portfolios of assets within federal, provincial and municipal government organizations. His understanding of asset management, project/program management coupled with his leadership abilities, technical knowledge in engineering, and project/contract management knowledge allow him to work across diverse projects and programs. Andrew's understanding of government institutions makes him an excellent asset when delivering projects on behalf of First Nation, federal, and municipal clients.

Andrew is an expert in asset management, he has developed numerous asset management programs over the course of his career including most recently with the Ogemawahj Tribal Council. Additionally, he was a key team member of the Department of National Defence team that centralized the management of real property under the Assistant Deputy Minister (infrastructure and Environment). Andrew also developed the Asset Management framework and the capital project prioritization process and facility investment/divestment strategy with the Town of Georgina.

Senior Engineer – Mark Flint, CD, MDS, P.Eng, ICD.D

Mark delivers value by bringing organization and structure to complex situations. Whether it's creating a strategy, overseeing a program, managing a project, or deepening our understanding of risk, he fosters team-based solutions to effective project execution. Mark enjoys working with diverse stakeholders to understand their needs. An attentive listener, he partners with clients to ensure mutual understanding of project requirements that lead to accurate scopes of work. Mark is equally comfortable working with the senior

Appendix A - Continued

executive team or the team on the shop floor. He is effective at communicating complex and technical issues in straightforward terms. He is at ease working in both English and French.

Relevant to this project is Mark's experience leading the program of work related to maintenance and capital upgrades to Long Term Care Homes in New Brunswick under New Brunswick's Social Development department.

Engineer – Peter Doiron, P.Eng, PMP

Based in Charlottetown, PE, Peter is an experienced engineer with extensive experience in mechanical and electrical systems.

Before joining Colliers, Peter was a project manager for a custom food equipment manufacturer where he managed over 70 projects for clients all over the globe. Peter was responsible for representing his employer to the customer and ensuring that information was relayed through the proper channels to the stakeholders. In his previous role, Peter was responsible for the development and production of technical reports and documents for company leadership. These reports were used to support strategic decisions.

As a team member, Peter will assist Mark and Andrew with inspections, documentation, and report development.

Fees

We believe in making a valued contribution to every project we lead. To provide the scope of services specified above, we offer a fixed fee of **\$19,800.00** excluding disbursements, and HST.

Hourly Rates

Should West River seek additional services not defined within this proposal, hourly rates will apply for that work.

The table below is a summary of our hourly rates for 2023. Rates are adjusted annually based on the [Consumer Price Index](#).

RESOURCE	HOURLY RATE
Executive Lead – Andrew Wall	\$225.00
Senior Engineer – Mark Flint	\$175.00
Engineer – Peter Doiron	\$145.00

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Terms and Conditions

- The proposed fixed fee excludes reimbursable expenses and applicable taxes. Reimbursable expenses will be invoiced at a fixed expense cost of 5% of the total fee on each invoice.
- This proposal is valid for 30 days.
- This proposal is based on the following assumptions:
 - Building conditions are limited to visual inspections only. Code compliance, environmental compliance and other technical legal and/or regulatory compliance is not being assessed in the completion of BCA's.
 - Inspections will be planned to be completed over a two-day period within October. We have not accounted for any delays.
 - Final presentation to Mayor and Council will be done virtually.
- This proposal is based on the scope of services described above from October 23, 2023 through December 8, 2023, as per the proposed schedule and may be subject to alteration if additional services are required or if the project extends beyond December 8, 2023 or if the Consumer Price Index (CPI) rises by more than 2% per year.
- Invoices will be submitted monthly, with payment due Net 30 days from date of invoice.
- Interest is payable at 2% per month on overdue accounts.

This proposal contains information, which is proprietary and confidential to Colliers Project Leaders. This information is submitted in confidence for the sole purpose of permitting the recipient to evaluate the proposal. In consideration of receipt of this Document, the recipient agrees to treat information as confidential and to not reproduce or otherwise disclose this information to any persons outside the group directly responsible for the evaluation of its contents, without the prior written consent of Colliers Project Leaders. Disclosure of any information contained in this proposal would result in undue loss to Colliers Project Leaders Inc.

We trust the above proposal satisfies your requirements and meets your expectations. We thank you for the opportunity to submit our proposal, and we look forward to working with you to complete this interesting project.

Sincerely,

Andrew Wall, CD, P.Eng, PMP, MBA
Vice President | Atlantic Canada
Colliers Project Leaders
1559 Brunswick Street, Suite 301 | Halifax, NS B3J 2G1 | Canada
Tel. 647-642-5803
andrew.wall@colliersprojectleaders.com

Appendix A - Continued

IN WITNESS WHEREOF, the parties below agree to the terms stated above and hereto have executed this Agreement by their duly authorized representatives:

Approved by (print name): _____
Title: _____
Signature: _____
Date: _____

Approved by (print name): Andrew Wall
Title: Vice President
Service Provider: Colliers Project Leaders Inc.
Signature: _____
Date: October 16, 2023

Document #: P0800-1592835758-5627 (1.0)