



WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation ☐	Decision Request ☐	Councillor Activity ☐
--------------------------------------	---	---	--

To: Mayor Zebian and members of Council

Submitted by: _____
Mark Phillips, Chief Administrative Officer

Date: May 14, 2024 Committee of the Whole

Subject: WHRM Municipal Complex Recommendation Report

LEGISLATIVE AUTHORITY

Nova Scotia Municipal Government Act, Section 65 authorizes Council to expend funds for municipal purposes.

RECOMMENDATION or DECISION REQUEST

It is recommended for Committee of the Whole to recommend to Council that:

COUNCIL APPROVE THE AWARD OF TENDER WHRMADM24-01 FOR CONSULTING SERVICES TO EVALUATE & RECOMMEND THE APPROPRIATE REGIONAL MUNICIPAL COMPLEX TO THE LOW COMPLIANT BIDDER, HATCH, FOR THE TENDERED PRICE OF \$173,880 PLUS APPLICABLE TAXES.

BACKGROUND

Since consolidation in 2020 various discussions have occurred pertaining to which municipal office would best suit the needs of the Regional Municipality. Council have reviewed a number of information reports which identified various benefits and challenges associated with both the 100 King Street building as well as the 76 Morison Drive building, operational costs and market values. Other points highlighted were renovation considerations, future pandemic compliance, parking, accessibility, environmental impacts and other building and location characteristics.

Much discussion has occurred related to this topic. Previous conversations identified concerns around satisfying short-term needs (cut costs and get everyone under the same roof) vs looking at the greater vision (where the municipal complex needs to be for future years), was it better to invest in an existing building or explore an alternate option (build or lease) or looking for an independent firm to examine what Council currently has for options (100 King Street and 76 Morison Drive) or any other potential premises (the best location) that may suit the needs of the municipality.

Following the discussion the following motion was made ***“COUNCIL DIRECT THE CAO TO DRAFT AN RFP THAT WILL LOOK AT A) THE 100 KING STREET BUILDING B) THE 76 MORISON BUILDING AND C) TO SEE IF A NEW LOCATION IS REQUIRED TO FACILITATE THE NEEDS OF THE MUNICIPALITY”.***

Property×	Public Opinion ×	Environment ×	Social ×	Economic ×	Councillor Activity ☐
-----------	---------------------	---------------	----------	------------	---

DISCUSSION

On March 14, 2024, a public request for quotations (RFQ) WHRMADM23-01 was released on the Nova Scotia Procurement site for Consulting Services to Evaluate & Recommend the Appropriate Regional Municipal Complex. Proponents were requested to evaluate existing Municipal buildings, other potential options to lease/rent or an option for a “new” building that provides a unique single access point for services the communities within the region to meet current and future needs for West Hants Regional Municipality.

The Municipal complex would include a council chamber, conference space(s), public meeting room(s) and department offices to accommodate all staff under one roof. The complex would demonstrate efficiency, economic design, and creative use of sustainable technologies. The goal would be to create a complex to accommodate municipal operations, governance space requirements.

The proponent was expected to:

- Review past reports (HATCH Engineering) and other pre-existing information gathered by staff to identify areas where additional or updated information is required to make an informed decision related to the potential use of current Municipal buildings located at 100 King Street, Windsor and 76 Morison Drive, West Hants.
- Review and complete a thorough analysis of all available rental/lease options within the West Hants Regional Municipality that would meet current and future Municipal needs. The analysis will include costs for rental/lease, maintenance /repairs, and any “work ready or lease hold improvements” upgrades required immediately prior to relocation. The

current estimated minimal square area requirement for a Municipal Complex is 16,000 sq. ft.

- Review and complete a thorough analysis of potential options to create and build a new Municipal Complex at a new location. This analysis will explore vacant parcels of municipally and privately owned parcels of land and the cost associated with designing and building the new complex. The current estimated minimal square area requirement for a Municipal Complex is 16,000 sq. ft.
- Engage Council and staff through workshop style settings and/or surveys to determine functional needs for administration, governance/meeting and public needs.
- Host public engagement sessions (including an on-line and hard copy survey) and create a venue for residents to be engaged and provide input (written and verbal) on core needs, functionality, location, accessibility, energy proponents and thoughts on utilizing one of the existing municipal complexes, leasing a new space or building a new structure in a new location.
- The firm would be involved from start to finish, beginning with Council and staff discussions, followed by public engagement sessions, and ending with all information compiled into a completed report and presented to Council for review and consideration.
- The assessor's final report will indicate what areas require repair, replacement, or upgrades to immediately conform to industry standards. The assessor will estimate the life span of all the building's elements and systems.
- The proponent was also expected to follow industry guidelines (Environmental Sustainability, Energy Efficiency and Universal Accessibility) when evaluating all options to be considered for a new Municipal Complex. Assessors will take photos and prepare written documentation on each component (existing building, lease or rental option or new build), including all deficiencies they observe. They will review repair and maintenance histories, interview facilities and maintenance staff, and provide financial estimates (short term as well as what is required in the longer term).
- The proponent is to further assess the following areas: Sites and grounds, Structural systems, Building Envelope, Mechanical Systems, Interior building components, Regulatory compliance.
- Proponents were also expected to comment on the overall rationale for each Municipal Complex option based on need versus want, future expansion/growth, cost benefits, safety, and compliance regulations.

One (1) proposal was received for this contract. The proponent identified a total of three (3) workshops would be conducted, one (1) Council workshop, three (3) staff workshops and two (2) public workshops.

Feedback from all sessions will be incorporated into a final report, identifying the work required to conform to industry standards, estimate lifespan, and provide comments on rationale for each option considered based on the following:

1. Needs versus wants
2. Future expansion/growth
3. Cost benefits

4. Safety

5. Compliance regulations.

Based on a contract award date of May. 17, 2024 (a hypothetical within the submission), the following schedule was proposed based on actions identified in the RFQ.

Milestone	Anticipated Dates
Contract Award	May 17, 2024
Kick-off Meeting	Week of May 21, 2024
Council/Staff Workshop	Week of May 28, 2024
Evaluate Existing Facilities	Week of June 4, 2024
Evaluate Rental/Lease Options	Week of June 11, 2024
Evaluate New Facility Options	Week of June 18, 2024
Staff Workshop 2	Week of June 25, 2024
Public Consultation 1 & 2	Week of July 2, 2024
Staff Workshop 3	Week of July 9, 2024
Final Report	Week of August 13, 2024
Council Presentation	Week of August 27, 2024

NEXT STEPS

Pending the approval by Council at the May 28, 2024 Council meeting ; staff will award the formal contract to HATCH so they can proceed with finalizing steps to review existing reports/documentation, proceed with evaluating existing complexes and potential alternative and new options available to finalize a report for Councils consideration.

FINANCIAL IMPLICATIONS

Tendering Timeline:

Posted to Procurement	March 14, 2024
Closing Date	May 3, 2024
Price Expiry Date	June 2, 2024
Days Remaining	19 days

Tender Total	\$173,880 plus taxes
--------------	----------------------

The total costs of this project should Council approve, is \$181,339.45 with applicable taxes. There are financial implications associated with this recommendation. Council will need to determine a funding source for which the funds will be withdrawn from to support this project, staff's recommendation if Council approves the project that it be funded through the operating reserve.

ALTERNATIVES

1. Council may choose not to proceed with the award of this project.

ATTACHMENTS

- Tender Documents
- Addendum Number one
- Addendum Number two

CHIEF ADMINISTRATIVE OFFICER REVIEW

Staff and I look forward to this file generating momentum again through this assessment. It is preferred to have all administrative staff under one roof. The current division of staff between the 100 King Street facility and the 76 Morison facility is functional but not preferred for multiple reasons. This all-encompassing review will revisit previously presented information as well as review possible alternatives.

I support the recommendation.

Report Prepared by: _____

Deanna Snair, Municipal Clerk

Report Reviewed by: _____

Carlee Rochon, Director of Financial Services

Report Approved by:  _____

Mark Phillips, Chief Administrative Officer



West Hants
something inspiring awaits

REQUEST FOR QUOTATION

COMPETITION NUMBER: WHRMADM24-01

**Consulting Services to Evaluate and Recommend
the Appropriate Regional Municipal Complex**

Issued: Tuesday, March 14, 2024

Closing: Thursday, April 18, 2024 at 2:00 p.m.



Request for Quotation

COMPETITION NUMBER: WHRMADM24-01

**Consulting Services to Evaluate and Recommend
the Appropriate Regional Municipal Complex**

Issued: March 14, 2024

WEST HANTS REGIONAL MUNICIPALITY

INFORMATION TO BIDDERS – SECTION 1

Municipality: West Hants Regional Municipality
76 Morison Drive, PO Box 3000
Windsor, Nova Scotia, B0N 2T0

Contact Persons: Deanna Snair
Municipal Clerk/ Executive Assistant
dsnair@westhants.ca
902-798-8391 ext. 134

1. RFQ Submission:

- 1.1** This is a one-part submission process.
- 1.2** Please check the NS Procurement website for potential addendums as they will not be emailed out. Bid submissions must be submitted in accordance with Section 1.
- 1.3** Submit completed Tender documents in sealed envelope as identified in Section 1.1. with the following additional information:

COMPETITION NUMBER: WHRMADM23-01

**Consulting Services to Evaluate and Recommend
the Appropriate Regional Municipal Complex**

Closing at 2:00 p.m. local time, Thursday, April 18, 2024

TO: Deanna Snair
c/o West Hants Regional Municipality
76 Morison Dr, PO Box 3000
Windsor, Nova Scotia, B0N 2T0



Request for Quotation

COMPETITION NUMBER: WHRMADM24-01

**Consulting Services to Evaluate and Recommend
the Appropriate Regional Municipal Complex**

Issued: March 14, 2024

-
- 1.4** Hard-copy submissions will only be accepted if all the following criteria are met:
- a. One original and two copies (stamped 'copies') of the entire bid document is presented.
 - b. One additional copy of the entire bid document is provided on a memory-stick (thumb drive) that contains one (1) Adobe PDF format file/document (not multiple documents that need to be combined).
 - c. All envelopes are labelled in accordance with all of Section 1.
 - d. The entire bid package is delivered, and time/date stamped by no later than 2:00pm Atlantic Daylight Time, of the stated closing date.
- 2. Fuel Adjustment:** There is NO fuel adjustment for this tender.
- 3. Competition Opening**
- 3.1** The Envelope will be opened on April 18, 2024, starting at 2:15 p.m. at the Municipal Office Council Chambers, 76 Morison Drive, Windsor, Nova Scotia (and will follow any COVID-19 guidelines as identified by the Nova Scotia Health Authority).
- 4. Document Deposit:** None required.
- 5. Conditions of Bidding:**
- 5.1** The proponent is fully responsible for understanding the content requirements of all contract documents in preparation of their proposal.
- 6. Bidder to Investigate:**
- 6.1** Proponents will be deemed to have familiarized themselves with existing sites, working conditions, and all other conditions which may affect performance of the contract. No plea of ignorance of such conditions resulting from failure to make all necessary examinations will be accepted as a basis for any claims for extra compensation or an extension of time.



Request for Quotation

COMPETITION NUMBER: WHRMADM24-01

**Consulting Services to Evaluate and Recommend
the Appropriate Regional Municipal Complex**

Issued: March 14, 2024

7. Clarification of Addenda:

- 7.1** Notify the Municipality not less than five (5) working days before Competition closing of omissions, errors, questions, or ambiguities found in the Contract Documents. If the Municipality considers that correction, explanation, or interpretation is necessary; a written addendum will be issued. All addenda will form part of the Contract Documents.

8. Preparation of Form of Competition:

- 8.1** Complete the “Form of Competition” provided with Project Documents in ink or electronic print. Ensure all items are bid on and blanks are filled in by the person signing the bid. Indicate the appropriateness of leaving a blank unfilled by placing “N/A” in the blank.

9. Bid Price

- 9.1** Price(s) will be in Canadian dollars at the time of award. Clearly identify each item within the response. **Prices are not to include HST.**
- 9.2** These prices are valid for acceptance for at least **60 calendar days** from the date of closing. Should an alternative timeframe be required, please ensure it is clearly stated and highlighted within the proposal.
- 9.3** The successful proponent will be issued a Purchase Order following the Municipality’s decision to accept the offer per the conditions set in the Competition Document.

10. Notices:

- 10.1** By submitting a bid, the Bidder agrees to public disclosure of its contents subject to the provisions of the Municipal Government Act relating to Freedom of Information and Protection of Privacy. Anything submitted in the bid, the Bidder considers “personal information” or “confidential information” of a proprietary



Request for Quotation
**Consulting Services to Evaluate and Recommend
the Appropriate Regional Municipal Complex**

COMPETITION NUMBER: WHRMADM24-01

Issued: March 14, 2024

nature should be marked confidential and will be subject to appropriate consideration under the Municipal Government Act as noted above.

11. Bid Security: None required.

12. Contract Security: None required.

13. Return of Bid Security: Not Applicable.

14. Form of Agreement:

14.1 Form of Agreement is attached for information purposes only and need not be completed until after award of contract.

15. Amendment or Withdrawal of Bid:

15.1 Bids may be amended or withdrawn by letter or email, that is verified by registered letter, postmarked prior to the date and time of closing.

15.2 Amendments to individual unit prices is the only acceptable price amendment. Amendments shall not disclose either original or revised total price and should be submitted in a separate, sealed envelope.

15.3 Title the amendment(s) or withdrawal as follows: "Amendment/Withdrawal of Bid for (Competition Number - Name of Project)". Sign and seal as required for Bid and submit at address given for receipt of Bids prior to time of Competition Closing.

16. Informal or Unbalanced Bids:

16.1 Bids which, in the opinion of the Municipality, are considered to be informal or unbalanced, may be rejected.

17. Privilege:

17.1 This RFQ neither expresses nor implies any obligation on the part of the Municipality to enter into a contract with any proponent submitting a proposal(s).



Request for Quotation

COMPETITION NUMBER: WHRMADM24-01

**Consulting Services to Evaluate and Recommend
the Appropriate Regional Municipal Complex**

Issued: March 14, 2024

-
- 17.2** The Municipality reserves the right to reject all or any proposals, cancel, and/or reopen competition in the event of a bid process over the Council approved budget amount. And/or to not necessarily accept the lowest proposal. The Municipality may accept any proposal or any portion of any proposal that may be considered in the best interests of the Municipality, in its sole and absolute discretion. The Municipality also reserves the right in its sole and absolute discretion to waive any formality, informality, or technicality in any proposal. This includes the right to accept a proposal that is not strictly compliant with the instructions in the RFQ document.
- 17.3** The Municipality reserves the right to negotiate, after the RFQ Closing Date, with any proponent to finalize service arrangements in the best interests of the Municipality.
- 17.4** The Municipality shall not be bound by trade or custom in dealing with and/or evaluating the responses to the RFQ. The Municipality reserves the right to interpret any and all aspects of this RFQ as may be most favorable to the Municipality.
- 17.5** Proponents will be deemed to have familiarized themselves with the existing site and working conditions and all other conditions which may affect performance of the contract. No plea of ignorance of such conditions as a result of failure to make all necessary examinations will be accepted as a basis for any claims for extra compensation or an extension of time.
- 17.6** Without limiting the generality of this section and for certainty, by submission of a proposal in response to this RFQ, each proponent represents and shall be deemed to accept and agree to the following conditions:
- a) The proponent will be solely and fully responsible for all costs associated



Request for Quotation
**Consulting Services to Evaluate and Recommend
the Appropriate Regional Municipal Complex**

COMPETITION NUMBER: WHRMADM24-01

Issued: March 14, 2024

with the development, preparation, transmittal, and submission of any proposal or material in response to this RFQ, including without limitation the costs of any in-person presentation of proposals, regardless of the locations which the Municipality may require, and all costs incurred by a proponent during the selection process and any negotiations.

- b) Each proponent waives any claim against the Municipality for any compensation of any kind whatsoever as a result of its participation in or providing a response to this RFQ process, including without limitation any claim for costs of proposal preparation or participation in negotiations, or for loss of anticipated profits, whether based in contract including fundamental breach, tort, equity, breach of any duty, including, but not limited to breach of the duty of fairness, breach of any obligation not to accept non-compliant proposals or any other cause of action whatsoever.

17.7 In submitting a proposal, the proponent has accepted the reservation of rights as set out herein and agrees to be bound by same.

18. Late Bids:

18.1 Late Bids will be returned, unopened to the Bidder.

19. Mandatory Documents:

19.1 The previously mentioned Contract Documents are to be read into and form part of the Agreement, and the whole shall constitute the Contract between the parties and subject to law and the provisions of the contract documents shall inure to the benefit of and be binding upon the parties hereto, their respective heirs, legal representative, successors, and assigns.

20. Rights and Remedies



Request for Quotation

COMPETITION NUMBER: WHRMADM24-01

**Consulting Services to Evaluate and Recommend
the Appropriate Regional Municipal Complex**

Issued: March 14, 2024

20.1 The duties and obligations imposed by the Contract Documents and the rights and remedies available there under shall be in addition to and not a limitation of any duties, obligations, rights, and remedies otherwise imposed or available by law.

20.2 No action or failure to act by the Municipality or proponent shall constitute a waiver of any right or duty afforded any of them under the Contract, nor shall any action, or failure to act, constitute an approval of any acquiescence in any breach there under, except as may be specifically agreed in writing.

21. Proponent's Indemnification:

21.1 The proponent agrees to indemnify and save the Municipality harmless against all claims, suits, demands, damages, expenses, disbursement and costs on a Solicitor and Client basis which the Municipality may incur because of any act or omission by the proponent. The proponent acknowledges that it is not an employee of the Municipality but is an independent contractor.

21.2 The proponent agrees to defend, indemnify, and save harmless the Municipality from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever arising out of or related to the proponent's status with WCB. This indemnity shall be in addition to and not in lieu of any proof of WCB status and compliance to be provided by the proponent in accordance with this contract and shall survive this contract.

22. General Specifications:

22.1 Any attempt by the Proponent or any of its employees, agents, contractors, or representatives to contact members of Municipal Council or Municipal staff not identified in this clause may lead to disqualification.



Request for Quotation

COMPETITION NUMBER: WHRMADM24-01

**Consulting Services to Evaluate and Recommend
the Appropriate Regional Municipal Complex**

Issued: March 14, 2024

-
- 22.2** The Municipality reserves the right to accept any section or combination of sections. Bidders acknowledge and agree that prices quoted in each section are mutually exclusive, and one price is not dependent on the other. The bidder is encouraged to bid on all sections, but it is not required.
- 22.3** Only one (1) company can be listed, per bid, no subcontractors, except as being listed as backup.
- 22.4** The proponent must carry out operations in accordance with the Motor Vehicle Act, Occupational Health and Safety Act, and any other applicable statute required by law.
- 22.5** Safety shall be the sole responsibility of the proponent engaged in the work. The proponent shall ensure that adequate safety precautions are taken when pedestrians are present. The proponent acknowledges that the Municipality assumes no responsibility for third party claims arising out of the acts or omissions of the proponent engaged in the work.
- 22.6** By submitting a bid, the bidder agrees to public disclosure of its contents subject to the provisions of the Municipal Government Act relating to Freedom of Information and Protection of Privacy. Anything submitted in the Bid the bidder considers “personal information” or “confidential information” of a proprietary nature should be marked confidential and will be subject to appropriate consideration under the Municipal Government Act as noted above.
- 22.7** Non-compliance with the terms of this competition document, such as lateness, incomplete or unsatisfactory work will be considered sufficient grounds for immediate termination of the contract.

***** End of Section 1 *****



Request for Quotation

COMPETITION NUMBER: WHRMADM24-01

**Consulting Services to Evaluate and Recommend
the Appropriate Regional Municipal Complex**

Issued: March 14, 2024

FORM OF COMPETITION – SECTION 2

23. Salutation:

23.1 West Hants Regional Municipality
76 Morison Drive, PO Box 3000
Windsor, Nova Scotia B0N 2T0

23.2 Consulting Services to Evaluate and Recommend the Appropriate Regional Municipal Complex

West Hants Regional Municipality

23.3 From: _____

24. Bidder Declares:

- 24.1** That this Bid is made without collusion or fraud.
- 24.2** That they have carefully examined the proposed work; familiarized themselves with local conditions; carefully examined the Contract Documents and Addendums and taken all the foregoing into consideration in preparation of the Bid.

25 Bidder Agrees:

- 25.1** To enter into a contract to supply all labour, material, services, and equipment to provide the material/supply/equipment desired and/or to complete the work as described and specified herein for the prices stated in the Bid Sheet.
- 25.2** That this Bid is valid for acceptance for at least **60 calendar days** from the time of closing.
- 25.3** That the Contract Documents include:
- Information to Bidder



Request for Quotation

COMPETITION NUMBER: WHRMADM24-01

**Consulting Services to Evaluate and Recommend
the Appropriate Regional Municipal Complex**

Issued: March 14, 2024

- Form of Competition
- Cost/Price Evaluation: Bid Sheet
- Form of Agreement (for information only)
- Conditions and Requirements
- Specifications
- Addenda (if any)

26 Bid Sheet

26.1 See bid sheet as an example. Please include a detailed breakdown of all costs associated with this proposed project (labour, materials, subcontracts (if any), taxes, mailing, postage, meeting fees, mileage, printing, etc.), etc.

Scope/Description	Quantity	Unit Price	Total Price (less tax)



Request for Quotation

COMPETITION NUMBER: WHRMADM24-01

**Consulting Services to Evaluate and Recommend
the Appropriate Regional Municipal Complex**

Issued: March 14, 2024

27 Signatures:

Signed this _____ day of _____, 2024.

Name of Firm Tendering

Address

Telephone/email address

Signature

Name & Title (Printed)

Witness

Name & Title (Printed)

***** End of Section 2 *****



Request for Quotation
**Consulting Services to Evaluate and Recommend
the Appropriate Regional Municipal Complex**

COMPETITION NUMBER: WHRMADM24-01

Issued: March 14, 2024

FORM OF AGREEMENT – SECTION 3

This Agreement on the _____ day of _____, 2024.

BY AND BETWEEN:

West Hants Regional Municipality
hereinafter called the “Municipality”
-and-

hereinafter called the “Contractor”

WITNESSES that the parties agree as follows:

28. The Work:

The Bidder shall:

- 28.1** Perform the work required by the Contract Documents in the Standing Offer.
- 28.2** Do and fulfill everything indicated by this Agreement; and
- 28.3** Commence the work as directed by the Municipality.

29. The Municipality:

- 29.1** The Municipality is the West Hants Regional Municipality.

30. Contract Documents:

- 30.1** The following is an exact list of the Contract Documents referred to in this Agreement. This list is subject to subsequent amendment in accordance with the provision of the Contract Documents.

- Information to Bidder
- Form of Competition
- Cost/Price Evaluation: Bid Sheet
- Form of Agreement (for information only)



Request for Quotation

COMPETITION NUMBER: WHRMADM24-01

**Consulting Services to Evaluate and Recommend
the Appropriate Regional Municipal Complex**

Issued: March 14, 2024

- Conditions and Requirements
- Specifications
- Proposal Evaluation
- Addenda (if any)

31. Contract Price:

31.1 The Contract Price is: See Form of Competition, Bid Sheet.

32. Payment:

32.1 The Municipality shall pay the Contractor in Canadian Funds for the performance of the Contract.

32.2 The total payment shall be the Contract Price as defined in Contract Price (Form of Tender and Bid Sheet) of this Agreement, plus applicable Harmonized Sales Tax (HST).

33. Right and Remedies:

33.1 The duties and obligations imposed by the Contract Documents and the rights and remedies available there under shall be in addition to and not a limitation of any duties, obligations, rights, and remedies otherwise imposed or available by law.

33.2 No action or failure to act by the Municipality or Contractor shall constitute a waiver of any right or duty afforded any of them under the Contract, nor shall any action or failure to act constitute an approval of any acquiescence in any breach there under, except as may be specifically agreed in writing.

34. Security: None Required.

35. Receipt of and Addresses of Notice:

35.1 Communications in writing between the parties or between them and the Municipality shall be considered to have been received by the addressee on the



Request for Quotation

COMPETITION NUMBER: WHRMADM24-01

**Consulting Services to Evaluate and Recommend
the Appropriate Regional Municipal Complex**

Issued: March 14, 2024

date of delivery if delivered by hand to the individual, or to a member or the firm, or to an officer of the corporation for whom they are intended, or if sent by post or by registered mail, to have been delivered within five (5) working days of the date of the mailing, dispatch when addressed as follows:

The Municipality at: West Hants Regional Municipality
76 Morison Dr, PO Box 3000
Windsor, Nova Scotia B0N 2T0

The Contractor at:

36. Contractor's Indemnification:

The Contractor agrees to indemnify and save the Municipality harmless against all claims, suits, demands, damages, expenses, disbursement and costs on a Solicitor and Client bases which the Municipality may incur because of any act or omission by the Contractor. The Contractor acknowledges that it is not an employee of the Municipality but is an independent Contractor.

The Contractor agrees to defend, indemnify, and save harmless the Municipality from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever arising out of or related to the Contractor's status with WCB. This indemnity shall be in addition to and not in lieu of any proof of WCB status and compliance to be provided by the Contractor in accordance with this Contract and shall survive this Contract.



Request for Quotation

COMPETITION NUMBER: WHRMADM24-01

**Consulting Services to Evaluate and Recommend
the Appropriate Regional Municipal Complex**

Issued: March 14, 2024

37. Worker's Compensation:

A Certificate of Good Standing from the Worker's Compensation Board of Nova Scotia must be supplied prior to the execution of this Contract. If not required to be a member of Worker's Compensation, it is understood that the Contractor will be liable for any assessments made by the Board, on the Municipality related to work conducted under this Contract.

38. Succession:

The previously mentioned Contract Documents are to be read into and form part of the Agreement and the whole shall constitute the Contract between the parties and subject to law and the provisions of the contract documents shall inure to the benefit of and be binding upon the parties hereto, their respective heirs, legal representative, successors, and assigns.

39. Signatures:

IN WITNESS WHEREOF the parties hereto have executed this Agreement under their respective corporate seals and by the hands of the proper officers thereunto duly authorized.

SIGNED, SEALED AND DELIVERED in the presence of:

MUNICIPALITY

CONTRACTOR

WEST HANTS REGIONAL

MUNICIPALITY

CONTRACTOR NAME

SIGNATURE

SIGNATURE

NAME & TITLE (printed)

NAME & TITLE (printed)



Request for Quotation

COMPETITION NUMBER: WHRMADM24-01

**Consulting Services to Evaluate and Recommend
the Appropriate Regional Municipal Complex**

Issued: March 14, 2024

SIGNATURE

SIGNATURE

NAME & TITLE (printed)

NAME & TITLE (printed)

Where either the Municipality or Contractor calls for proof of authority to execute this document, proof of such authority in the form of a certified copy of a resolution naming the person or persons in question as authorized to sign the Agreement for and on behalf of the corporation partnership, parties to this Agreement, should be attached.

*****End of Section 3*****



Request for Quotation

COMPETITION NUMBER: WHRMADM24-01

**Consulting Services to Evaluate and Recommend
the Appropriate Regional Municipal Complex**

Issued: March 14, 2024

CONDITIONS AND REQUIREMENTS – SECTION 4

- 40.** All work is to conform to the Occupational Health and Safety Act.
- 41.** All work is to be performed in a workmanlike manner according to standard procedures.
- 42.** All goods and materials provided shall be CSA Group, certified and tested.
- 43.** Recovery of H.S.T.
 - 43.1** Invoices shall indicate H.S.T. with appropriate registration number, indicated as a separate item.
- 44.** The Bidders agree to comply with all legislation in effect from time to time, including any Federal, Provincial and Municipal legislation, regulations, or By-laws, which are applicable to the operations of the contractor respecting this Contract.
- 45.** Should there be any questions regarding the interpretation of this Contract, the Municipality's interpretation shall govern.
- 46.** The Municipality reserves the right to request that any or all Bidders clarify and revise their bid. The Municipality may choose to meet with one, several, or all Bidders to discuss aspects of their bid. The Municipality is not obligated to seek clarification from any Bidders with regards to any aspect of its bid.
- 47.** The Municipality is not bound to accept any bid. Further, the Municipality reserves the right to accept or reject any bid in whole or in part, waive any irregularities in the competition process, and to discuss different or additional items to those included in this competition, at its sole discretion. The Municipality may invalidate this RFQ and may issue a second at its sole discretion.
- 48.** The Bidder shall at their expense remedy all deficiencies performed or provided under this contract for a period of one (1) year after date of acceptance by the Municipality, or as specified in the Competition.



Request for Quotation

COMPETITION NUMBER: WHRMADM24-01

**Consulting Services to Evaluate and Recommend
the Appropriate Regional Municipal Complex**

Issued: March 14, 2024

-
- 49.** The Bidder shall warranty all material and equipment installed by him/her, or incurred under this contract, for a period of one (1) year, after date of acceptance by Municipality.

*****End of Section 4*****



Request for Quotation
**Consulting Services to Evaluate and Recommend
the Appropriate Regional Municipal Complex**

COMPETITION NUMBER: WHRMADM24-01

Issued: March 14, 2024

SPECIFICATIONS – SECTION 5

50. Municipal Introduction

West Hants Regional Municipality is a centrally located, thriving, and growing collection of communities. With a travel time of only 35 minutes to the Provincial capital of Halifax, Stanfield Airport, and the centre of the Annapolis Valley, it is an ideal location to live, work, and grow.

Its population of 19,500 residents, residing on 1,253.11 square kilometres is dispersed among the former Towns of Windsor and Hantsport, and the former Municipality of the District of West Hants. This includes growth centres and rural expanses resulting in a population density of 15.56 persons per square kilometre. Growth centres are served by municipal water and/or sewer.

West Hants Regional Municipality is one of several municipalities whose history and present lifestyle are affected by the highest tides in the Minas basin, predominately by the Avon River system. With an average of 287 days a year of sunshine, it is the ideal place to ensure outdoor activities such as hockey, hiking, golfing, biking, skiing, and boating. The climate supports various agricultural activities which in turn support wineries, craft breweries, giant pumpkins, retail, landscaping and plant operations, sheep farming, and commercially grown land-based Atlantic salmon.

Whether a resident, business, or visitor, there is something for everyone in every season. Embracing our natural environment, you will find interspersed rolling hills, treescapes, vineyards, and water views, not to mention unique cultures within our diverse communities and the warmth of genuine connections. A region that truly says, “Welcome! Let your adventures, exploration, and fun carry you away.” – *something inspiring awaits.*



Request for Quotation

COMPETITION NUMBER: WHRMADM24-01

**Consulting Services to Evaluate and Recommend
the Appropriate Regional Municipal Complex**

Issued: March 14, 2024

51. West Hants Regional Municipality is accepting proposals from qualified individuals or companies to provide Consulting Services to evaluate existing Municipal buildings, other potential options to lease/rent or an option for a “new” building that provides a unique single access point for services the communities within the region to meet current and future needs for West Hants Regional Municipality. The Municipal complex will include a council chamber, conference space(s), public meeting room(s) and department offices. The new complex would demonstrate efficiency, economic design, and creative use of sustainable technologies. The goal would be to create a complex to accommodate municipal operations, governance space requirements and have a space that is bright, accessible, and welcoming to all who enter the building.

The purpose of this RFQ is to solicit proposals from various organizations, conduct a fair and extensive evaluation based on criteria listed herein, and select the candidate who best represents the direction of the West Hants Regional Municipality.

52. The proponent is expected to:
- Review past reports (HATCH Engineering) and other pre-existing information gathered by staff to identify areas where additional or updated information is required to make an informed decision related to the potential use of current Municipal buildings located at 100 King Street, Windsor and 76 Morison Drive, West Hants.
 - Review and complete a thorough analysis of all available rental/lease options within the West Hants Regional Municipality that would meet current and future Municipal needs. The analysis will include costs for rental/lease, maintenance /repairs, and any “work ready or lease hold improvements” upgrades required



Request for Quotation
**Consulting Services to Evaluate and Recommend
the Appropriate Regional Municipal Complex**

COMPETITION NUMBER: WHRMADM24-01

Issued: March 14, 2024

immediately prior to relocation. The current estimated minimal square area requirement for a Municipal Complex is 16,000 sq. ft.

- Review and complete a thorough analysis of potential options to create and build a new Municipal Complex at a new location. This analysis will explore vacant parcels of municipally and privately owned parcels of land and the cost associated with designing and building the new complex. The current estimated minimal square area requirement for a Municipal Complex is 16,000 sq. ft.
- Engage Council and staff through workshop style settings and/or surveys to determine functional needs for administration, governance/meeting and public needs.
- Host public engagement sessions (including an on-line and hard copy survey) and create a venue for residents to be engaged and provide input (written and verbal) on core needs, functionality, location, accessibility, energy proponents and thoughts on utilizing one of the existing municipal complexes, leasing a new space or building a new structure in a new location.
- The firm would be involved from start to finish, beginning with Council and staff discussions, followed by public engagement sessions, and ending with all information compiled into a completed report and presented to Council for review and consideration.

53. The assessor's final report will indicate what areas require repair, replacement, or upgrades to immediately conform to industry standards. The assessor will estimate the life span of all the building's elements and systems.



Request for Quotation

COMPETITION NUMBER: WHRMADM24-01

**Consulting Services to Evaluate and Recommend
the Appropriate Regional Municipal Complex**

Issued: March 14, 2024

- 54.** The proponent is also expected to follow industry guidelines (Environmental Sustainability, Energy Efficiency and Universal Accessibility) when evaluating all options to be considered for a new Municipal Complex. Assessors will take photos and prepare written documentation on each component (existing building, lease or rental option or new build), including all deficiencies they observe. They will review repair and maintenance histories, interview facilities and maintenance staff, and provide financial estimates (short term as well as what is required in the longer term).

The proponent is to further assess the following areas:

Sites and grounds (pavement, curbs, walks, landscaping, irrigation, site drainage, exterior lighting, walls, fencing/railings, signage, and exterior amenities).

Structural systems (foundations and structural framing of walls, columns, intermediate floors, and roofs) Are there cracks in the foundation and or any leaks?

Building Envelope (flooring systems, exterior finishes, stairs and steps, exterior doors, and windows). Age of the roof, when will it need to be replaced and estimated costs.

Mechanical Systems (electrical, heating ventilation, air conditioning, plumbing, and conveyance systems). What is the condition of each system and how long will it last?

Interior building components (interior finishes of common areas, number of office spaces meets the current need and room for future growth). Is there enough space to meet current and future needs as the Municipality grows?

Regulatory compliance (life safety, fire suppression systems, accessibility, net zero). Do the current systems comply with regulatory stands, if not what is needed to meet or exceed the current standards?



Request for Quotation

COMPETITION NUMBER: WHRMADM24-01

**Consulting Services to Evaluate and Recommend
the Appropriate Regional Municipal Complex**

Issued: March 14, 2024

As an added responsibility, the proponent is to comment on the overall rationale for each Municipal Complex option based on need versus want, future expansion/growth, cost benefits, safety, and compliance regulations.

55. Proponents must identify the following education:

- Education level
- Experience at is relates to mechanical engineering (not a requirement, however, will identify skill set)

56. Proponents must possess relevant experience in:

- Evaluation and Design of Municipal Complexes.
- Analyzing and developing an understanding of Municipal Complex and Community needs.
- Capital equipment and project estimating.
- Capital project management from inception through to sign-off.
- The Municipal capital purchasing process.
- Report writing in Municipal Government (template will be provided).
- Working with Council and staff committees.
- Experience with:
 - Environmental Impact Studies
 - Universal Accessibility Regulatory Standards
 - Knowledge of available building stock within the region or the ability to obtain this information.
 - Climate Change Adaptations

57. Meetings and Travel



Request for Quotation

COMPETITION NUMBER: WHRMADM24-01

**Consulting Services to Evaluate and Recommend
the Appropriate Regional Municipal Complex**

Issued: March 14, 2024

-
- Consideration of the availability for the consultant to travel to the Municipality and for them to hold several in-person meetings with committee members, and/or Municipal Councillors and staff. Cost and availability will be a consideration if the consultant has significant travel distances.
- 58.** Proposals must be detailed enough to demonstrate how the proponent's expertise, staff and resources best meets the needs of the Municipality as described in this RFQ.
- 59.** The proposal will include the following information:
- Corporate background
 - Corporate procedures
 - Current total staffing and clients
 - Summary of related municipal experience (maximum 5 pages)
 - Corporate organizational chart
 - Summary of recent project experience
 - CV of all principal staff and resources that are proposed to have direct responsibility (maximum one page per person)
 - Schedule of fees of staff & resources identified, per Bid Sheet in Section 2
- 60.** All CV's shall, at a minimum, contain the following information:
- Name and credentials
 - Education level
 - Training and experience as it relates to mechanical engineering (mechanical engineering is not a requirement, however, will identify skill set)
 - Position and areas of practice in firm
- 61.** Back up personnel to support principal staff during absence or staff turnover.

***** End of Section 5 *****



Request for Quotation

COMPETITION NUMBER: WHRMADM24-01

**Consulting Services to Evaluate and Recommend
the Appropriate Regional Municipal Complex**

Issued: March 14, 2024

SUPPORTING DOCUMENTS – SECTION 6

- HATCH Facility Report
- 100 King Street Appraisal (April 2021)
- 76 Morison Drive Appraisal (April 2021)

***** End of Section 6 *****

Consulting Services to Evaluate and Recommend the Appropriate Regional Municipal Complex

Issued: March 14, 2024

PROPOSAL EVALUATION – SECTION 7

59. The following is used as a guide/template for those evaluating proposals and may be revised as necessary to accommodate any specific Request for Proposals.

	Criteria		Ranking	Total Available Points	Score	Comments
PART 1	Evidence of the proponent's general ability to fulfill the services required as outlined in this RFQ.	15	Significant evidence of ability	15		
		10	Average evidence of ability			
		5	Little evidence of ability			
		0	No evidence/not addressed in proposal			
	Has provided and met the required certifications (if relevant). Score a '0' if not relevant.	5	All certifications are current and provided	5		
		2.5	Some certifications are current and present			
		0	Not addressed in proposal			
	Proposed methodology to initiate and complete the project	15	Extremely detailed and very realistic	15		
		10	Good detail and realistic			
		5	Little detail and somewhat realistic			



Request for Quotation

COMPETITION NUMBER: WHRMADM24-01

**Consulting Services to Evaluate and Recommend
the Appropriate Regional Municipal Complex**

Issued: March 14, 2024

		0	Not realistic/not addressed in proposal			
Demonstrated ability to provide a high-quality, cost-effective project. Proponents are requested to provide examples of similar work. Each example must show the acceptability of the earlier reports to the organization for which it was prepared and show the ability to meet community need and the opportunity for the Regional Municipality to gain the best value for expenditure.	15	Quality examples included and demonstrate clear ability to meet the West Hants needs	15			
	10	Examples provided and demonstrate an understanding of the needs of the anticipated Regional Municipality				
	5	Examples don't align with proposed project and have limited description of ability to meet the needs of the anticipated Regional Municipality				
	0	Not addressed in proposal				
	Ability to provide alternatives, options, and flexibility should anticipated additional resources become available.	5	Alternatives provided	5		
0		Not addressed in proposal				
Qualifications and positive experiences of the proponent's principle staff that will be assigned to this project. Evidence of corporate support and structure and description of associated proponents/companies if applicable.	5	Qualifications and evidence provided	5			
	0	Not addressed in proposal				
Proponents are requested to provide references from similar sized/types of projects completed within the previous five years.	5	Positive references provided	5			
	0	No references or unsatisfactory references provided				



Request for Quotation

COMPETITION NUMBER: WHRMADM24-01

**Consulting Services to Evaluate and Recommend
the Appropriate Regional Municipal Complex**

Issued: March 14, 2024

	Proposed timelines (including a Gantt Chart or table) with an anticipated completion date. Provide strategies and indication of how timelines will be met.	5	Realistic timeline and strategy	5		
		2.5	Timeline with unrealistic or no strategy			
		0	Not addressed in proposal			
	Overall clarity and quality of the proposal.	5	Extremely clear, concise, and thorough	5		
		2.5	Somewhat clear descriptions			
		0	Vague and unclear descriptions			
	Level of effort.			5		
	Locally based (NS) firms may be given preference if selection criteria values of all proposals are within 5%.					
PART 2	COST/PRICE EVALUATION SHEET				20	
	$\left(\frac{\text{Lowest Bid}}{\text{Bidder's Price}} \right) \times \text{Price Weighting (\#points)}$					
	Total Score				100	

***** End of Section 7 *****



Request for Quotation

COMPETITION NUMBER: WHRMADM24-01

**Consulting Services to Evaluate and Recommend
the Appropriate Regional Municipal Complex**

Issued: March 14, 2024

ATTACHMENTS



Municipal Complex Review



Feb. 21, 2020	C	Revised	AB	AS	AB	
Jan. 13, 2020	B	Final	AB	AS, MB	AB	
Dec. 20, 2019	A	Draft	AB	AS, MB	AB	
Date	Rev.	Status	Prepared By	Checked By	Approved By	Approved By
HATCH						Client

Table of Contents

1. Introduction.....	1
2. Objective.....	1
3. Functional Building Program	1
4. Existing Buildings Assessments	1
5. Energy Analysis.....	2
6. Conceptual Floor Plans	3
7. Construction ROM Estimates	3
8. Options Analysis	4
9. Appendix	4

Appendix A – Functional Building Program

Appendix B – Existing Building Assessments

Appendix C – Conceptual Floor Plans

Appendix D – Existing Environmental Risks Register

1. Introduction

- 1.1 The Town of Windsor and the Municipality of West Hants have amalgamated into the Region of Windsor / West Hants. Currently, the administrative branches of both groups are housed in different buildings. Wanting to benefit from being together as a one unit working with and for the entire region, it was determined that the immediate solution was to review each of the buildings and decide which one was a better fit for the Region's needs.

2. Objective

- 2.1 The objective of this report is to provide the Region with an independent analysis of the W.B. Stephen's Building (Windsor) and the West Hants Municipal Office, to allow the stakeholders to make an informed decision as to what building is best suited for their needs for the next 5 to 10 years. The criteria developed for the region to review included:

- Meetings with stakeholders;
- Architectural reviews;
- Building's systems reviews;
- Conceptual floor plans;
- Order of magnitude construction estimates.

3. Functional Building Program

- 3.1 Prior to the architectural assessments and developing the new functional program, the Region solicited information from Officers and staff to determine the departmental and room requirements of the renovated spaces. The table was provided to Hatch to assist in the development of the conceptual floor plans and completion of the functional building program.

See Appendix A for the table.

4. Existing Buildings Assessments

- 4.1 The focus of the assessments was on all of the building's systems including architectural, structural, plumbing, HVAC, fire protection, electrical, communications, security and life safety. The inspections were of a high-level natural, as no destructive testing was done. Systems and building plans were reviewed and operational staff were consulted, to provide input for the assessment report that is valuable, shows costs of potential upgrades, code issues, and serves as a metric in determining which of the two buildings was more suited to house the Region for the next 5 to 10 years. See Appendix B for reports.

Mechanical and Electrical Systems

The following table provides a snapshot of the existing building systems and the code requirements that will require implementation during the renovation of the selected building:

MECHANICAL & ELECTRICAL SUMMARY			
<i>Description</i>	<i>W.B. Stephen's</i>	<i>West Hants</i>	<i>Upgrade Required</i>
Radon Mitigation	No	No	Recommended
Asbestos Abatement	Yes	No	Yes
Elevator	Yes	No	Yes
Sprinkler System	No	No	Yes
Fire Alarm System	Yes, outdated	Yes	Yes
Fresh Air (HRV's)	2400 cfm	600 cfm	2850 cfm (ASHRAE)
HVAC Load	19.5 tons *	22.0 Tons	30 Tons (estimate)
Humidification System	No	No	Recommended
Bldg. Management System	Partial System	Partial System	Yes
Diesel Generator	Yes	Yes	No
Electrical Service Entrance	400A, 208/3/60	400A, 208/3/60	No
Peak Electrical Demand	198.93 Amps	217.43 Amps	No

5. Energy Analysis

5.1 Historical Consumption

The consumption data presented to us for each of the buildings, for the 2018 calendar year serves as the basis for the building consumption benchmark. Table 1 below provides the summary of consumption. The area noted for the Windsor (W.B. Stephens) building is the area that will be occupied for municipal operations, not including the fire department. This has been done such that the comparison between the two buildings is based on equal occupied area for each building. In addition, the consumption data for the Windsor (W.B. Stephens) building has been factored to suit the municipal operations occupiable area.

Table 1 - 2018 Consumption				
<i>Facility</i>	<i>Area (m²)</i>	<i>Electricity (kWh)</i>	<i>Fuel (ekwh)</i>	<i>Total (kWh)</i>
West Hants	1,482	211,380	3,553	214,933
Windsor (W.B.Stephens)	1,482	208,930	230,505	439,435

5.2 Building Energy Performance Index

Table 2 – BEPI Comparison			
<i>Facility</i>	<i>2018 BEPI</i>	<i>NRCan BEPI Avg.</i>	<i>Proposed BEPI*</i>
West Hants	145.03 ekWh/m ²	294 ekWh/m ²	144.80 ekWh/m ²
Windsor (W.B.Stephens)	296.51 ekWh/m ²	294 ekWh/m ²	270.50 ekWh/m ²

Natural Resources Canada (NRCan) – Energy Intensity Database, tracks annual energy consumption for a variety of building types throughout Atlantic Canada and expresses the results as a “Building Energy Performance Index” (BEPI), expressed in ekWh/m². We have

calculated the current BEPI for each of the two buildings (Table 2) and then provided a comparison to the regional average using the NRCAN database. For the purpose of the BEPI calculation, we have converted the consumption of heating oil, measured in litres, to equivalent kWh of heating and added this total to the electrical consumption total as indicated in Table 1.

**Expected BEPI after renovations are complete. There is no significant decrease in consumption due primarily to the addition of air conditioning to the lower level being offset by new LED lighting*

It should be noted that the NRCAN results are as they describe, an “average” of efficient and inefficient buildings. New buildings being designed and constructed to today’s “Green” principles, generally operate at 50 percent of the NRCAN BEPI noted.

Although both buildings operate below the NRCAN average, with West Hants operating well below the average due primarily to its geo-thermal system, there is always room for energy efficiency improvements. Heating and cooling costs are typically the biggest energy costs in Canadian buildings. In many office buildings, this demand accounts for nearly half of the energy used, consider looking for opportunities in this area first.

6. Conceptual Floor Plans

A key factor in deciding which building is best suited for the Region’s needs, is converting the existing floor plans into a Revit model, and determining how the proposed departmental and room requirements will fit into the existing spaces. The new spaces not only need to be functional from an operational standpoint, but also need to be pleasing aesthetically to staff and have a welcoming feel to the public. “Open” main entrances that the public will enjoy being in, while maintaining a level of security desired by front-line staff, is an example of a design challenge as well as a key requirement of the new renovated layouts and spaces.

See Appendix C for the floor plans.

7. Construction ROM Estimates

W.B. Stephens Building Upgrade:

Table 3 – Windsor (W.B. Stephens) Building	
Item	Cost
Demo	\$182,300
Architectural Interior	* \$946,000 – \$1,606,000
Mechanical Systems upgrades	\$661,000
Electrical Systems upgrades	\$201,000
Total	* \$1,990,300 – \$2,650,300

** This range depicts the reuse of existing furniture vs new replacement furniture of fair quality.*

West Hants Office Upgrade:

Table 4 – West Hants Building	
Item	Cost
Demo	\$167,000
Architectural Interior	* \$1,209,000 – \$1,809,000
Mechanical Systems upgrades	\$458,000
Electrical Systems upgrades	\$158,000
Total	* \$1,992,000 – \$2,592,000

* This range depicts the reuse of existing furniture vs new replacement furniture of fair quality.

8. Options Analysis

8.1 The following table (Table 5) highlights some of the known “soft” criteria that could be used in the decision making for the renovated Regional building. Ranking is 1 to 5, 5 being better (+ or -):

Table 5 – Options Scorecard		
Factor	Windsor	West Hants
Parking (for staff and customers)	5	4
Access to amenities (rural vs urban)	5	3
Accessibility (elevators, ramps, bathrooms, etc.)	4	3
New feel	2	4
Available facilities (gym, showers, etc.)	3	0
Room to grow (no investment)	4	3
Adaptability of the structure	3	3
Energy Efficiency	2	4
Marketability (-)	-1	-5
Total	27	19

9. Appendix

Appendix A

Department	Position	Spatial Position	Nature and Style	Open Area Workstations	Furniture/Fixtures	Technology	Number of Occupants	Areas		Remarks
								m ²	sf	
CAO Office Six (6) Employees	CAO	Middle	Executive Office	N/A	Desk, Chair, Table, filling cabinets, etc	Desktop TV for Group Share or smart white board	1	18.9	203	
	Clerk	Middle	Administrative Office	N/A	Desk, Chair Cabinet	Desktop	1	12.2	131	
	Administrative Supervisor	Middle	Administrative Office	N/A	Desk, Chair Cabinet	Desktop	1	12.2	131	
	Protective Services Manager	Middle / Back	Administrative Office	N/A	Desk, Chair	Desktop	1	8.0	86	
	Communications	Middle	Isolated Area	Private POD	Desk, Chair	Desktop	1	8.0	86	
	Human Resource Manager	Back	Isolated Area	Private POD	Desk, Chair	Desktop	1	12.2	131	
Community Development Nine (9) Employees	Director	Middle	Executive Office	N/A	Desk, Chair, Table, filling cabinets, etc	Desktop	1	18.9	203	
	Administrative Assistant	Middle	Open Departmental Reception (independent POD)	Low POD	Desk, Chair	Desktop	1	4.2	45	
	Community Rec Coordinator	Middle	Inward Facing POD (circular)	Low POD	Desk, Chair	Desktop	1	4.2	45	
	Manager Economic Development	Middle	Inward Facing POD (circular)	Low POD	Desk, Chair	Desktop	1	4.2	45	
	Community Relations Coordinator	Middle	Inward Facing POD (circular)	Low POD	Desk, Chair	Desktop	1	4.2	45	
	Manager Recreation and Facilities	Back	Inward Facing POD (circular)	Low POD	Desk, Chair	Desktop	1	4.2	45	
	Active Living Coordinator	Middle	Inward Facing POD (circular)	Low POD	Desk, Chair	Desktop	1	4.2	45	
	Spare Workstation #1Manager Parks and Grounds	Back	Inward Facing POD (circular)	Low POD	Desk, Chair	Desktop	1	4.2	45	
	Spare Workstation #2	Back	Inward Facing POD (circular)	Low POD	Desk, Chair	Desktop	1	4.2	45	
Planning and Development	Director	Middle	Executive Office	N/A	Desk, Chair, Table, filling cabinets, etc	Desktop	1	18.9	203	

Department	Position	Spatial Position	Nature and Style	Open Area Workstations	Furniture/Fixtures	Technology	Number of Occupants	Areas		Remarks
								m²	sf	
Fifteen (15) Employees	Administrative Assistant	Middle	Open Departmental Reception (independent POD) Common area for large table for drawings/plan review. Could be shared with Public works	Low POD	Desk, Chair	Desktop, Plotter, Scanner	1	14.7	158	
	Manager Inspection Services	Middle	Executive Office	N/A	Desk, Chair Cabinet	Desktop	1	12.2	131	
	Inspector #1	Middle / Back	Inward Facing POD (circular)	Private POD	Desk, Chair	Desktop	1	4.2	45	
	Inspector #2	Middle / Back	Inward Facing POD (circular)	Private POD	Desk, Chair	Desktop	1	4.2	45	
	Inspector #3	Middle / Back	Inward Facing POD (circular)	Private POD	Desk, Chair	Desktop	1	4.2	45	
	By-Law Officer #1	Back	Inward Facing POD (circular)	Private POD	Desk, Chair	Desktop	1	4.2	45	
	By-Law Officer #2	Back	Inward Facing POD (circular)	Private POD	Desk, Chair	Desktop	1	4.2	45	
	Development Officer #1	Middle	Inward Facing POD (circular)	Private POD	Desk, Chair	Desktop	1	4.2	45	
	Development Officer #2	Middle	Inward Facing POD (circular)	Private POD	Desk, Chair	Desktop	1	4.2	45	
	Planner #1	Middle / Back	Inward Facing POD (circular)	Low POD	Desk, Chair	Desktop	1	4.2	45	
	Planner #2	Middle / Back	Inward Facing POD (circular)	Low POD	Desk, Chair	Desktop	1	4.2	45	
	Planning Tech	Middle / Back	Inward Facing POD (circular)	Private POD	Desk, Chair	Desktop	1	4.2	45	
	GIS Tech	Middle / Back	Inward Facing POD (circular)	Private POD	Desk, Chair	Desktop	1	4.2	45	
	Spare Workstation #1	Back	Inward Facing POD (circular)	Low POD	Desk, Chair	Desktop	1	4.2	45	

Department	Position	Spatial Position	Nature and Style	Open Area Workstations	Furniture/Fixtures	Technology	Number of Occupants	Areas		Remarks
								m ²	sf	
Public Works Nine (9) Employees	Director	Middle	Executive Office	N/A	Desk, Chair, Table, filling cabinets, etc	Desktop Large Flat Screen TV for SCADA Monitoring and Traffic Cameras	1	18.9	203	
	Administrative Assistant	Middle	Open Departmental Reception (independent POD) Common area for large table for drawings / plan review. Could be shared with Planning.	Low POD	Desk, Chair, Large Table for maps	Desktop, Plotter, Scanner	1	14.7	158	
	Manager Technical Engineering Services	Back	Isolated Area	Private POD	Desk, Chair	Desktop	1	4.2	45	
	Manager Capital Works	Back	Inward Facing POD (circular)	Private POD	Desk, Chair	Desktop	1	4.2	45	
	Manager PWs Operations	Middle	Inward Facing POD (circular)	Private POD	Desk, Chair	Desktop	1	4.2	45	
	Engineering Tech	Back	Inward Facing POD (circular)	Low POD	Desk, Chair	Desktop	1	4.2	45	
	Waste Management Services	Back	Inward Facing POD (circular)	Low POD	Desk, Chair	Desktop	1	4.2	45	
	Manager Water Treatment	Back	Inward Facing POD (circular)	Low POD	Desk, Chair	Desktop	1	4.2	45	
Finance Fifteen (15) Employees	Director	Middle	Executive Office	N/A	Desk, Chair, Table, filling cabinets, etc	Desktop	1	4.2	45	
	Administrative Assistant	Middle	Open Departmental Reception (independent POD)	Low POD	Desk, Chair	Desktop	1	4.2	45	
	IT Specialist	Back	Inward Facing POD (circular)	Private POD	Desk, Chair	Desktop	1	4.2	45	
	IT Consultant	Back	Inward Facing POD (circular)	Private POD	Desk, Chair	Desktop	1	4.2	45	
	Manager Accounting and Financial Reporting	Back	Executive Office	N/A	Desk, Chair	Desktop	1	12.2	131	

Department	Position	Spatial Position	Nature and Style	Open Area Workstations	Furniture/Fixtures	Technology	Number of Occupants	Areas		Remarks
								m²	sf	
	AP Coordinator	Back	Inward Facing POD (circular)	Private POD	Desk, Chair	Desktop	1	4.2	45	
	Payroll	Back	Inward Facing POD (circular)	Private POD	Desk, Chair	Desktop	1	4.2	45	
	Accounting & Financial Analyst	Back	Executive Office	N/A	Desk, Chair	Desktop	1	4.2	45	
	Manager Revenue and Cash	Back	Executive Office	N/A	Desk, Chair	Desktop	1	4.2	45	
	AR and Customer Service Coordinator	Back	Inward Facing POD (circular)	Private POD	Desk, Chair	Desktop	1	4.2	45	
	Tax Clerk	Back	Inward Facing POD (circular)	Private POD	Desk, Chair	Desktop	1	4.2	45	
	Utility Clerk	Back	Inward Facing POD (circular)	Private POD	Desk, Chair	Desktop	1	4.2	45	
	Customer Service Clerk #1	Front	Inward Facing POD (circular)	Private POD	Desk, Chair	Desktop	1	4.2	45	
	Customer Service Clerk #2	Front	Inward Facing POD (circular)	Private POD	Desk, Chair	Desktop	1	4.2	45	
	Customer Service Clerk #3	Front	Inward Facing POD (circular)	Private POD	Desk, Chair	Desktop	1	4.2	45	
Governance / Mayor	Mayor's Office	Front	Executive Office	N/A	Desk, Chair, Table, filling cabinets, etc	Desktop	1	20.1	216	
Governance / Council	Council x 11 individuals	Middle	Isolated Room with workstations	Private PODs x 5	Desk, Chair	N/A	5	21.0	226	
Common Summer Student Area	Student Workstations #1	Back	Inward Facing POD (circular)	Low PODs	Desk, Chair	Desktop	1	4.2	45	
	Student Workstations #2	Back	Inward Facing POD (circular)	Low PODs	Desk, Chair	Desktop	1	4.2	45	
	Student Workstations #3	Back	Inward Facing POD (circular)	Low PODs	Desk, Chair	Desktop	1	4.2	45	
	Student Workstations #4	Back	Inward Facing POD (circular)	Low PODs	Desk, Chair	Desktop	1	4.2	45	
Sub-totals Departments							64	416.3	4436	

Meeting Rooms and Other	Spatial Position	Nature and Style	# of Occupants	# of Rooms	Furniture / Fixtures	Technology	Number of Occupants	Areas		Remarks
								m²	sf	
Small (Breakout Rooms)	Front x2	Staff to client(s) meeting Staff to staff meeting Private setting for staff	1 to 4 occupants	4	Table x 1	Video Conferencing in 1 of 4 rooms	4	11.2	120	
	Middle x 1				Chairs x 4			11.2	120	
								11.2	120	
	Back x 1							11.2	120	
Medium (Conference Rooms)	Middle	Internal Staff Group Meeting	1 to 12 occupants	2	Table x 1 Chairs x 12	Video Conferencing Treadmill Workstation	12	32.6	351	
Training Room	Middle / Back	Staff or Community Training (theatre or classroom	50	1	Table x 2 Chairs x 50	Video Conferencing Projector and Screen	50	89.4	962	
Large (Council Chambers)	Front	Council Near entrance due to after- hours requirements	11 Councillors + 7 Staff + 100 attendees (additional capacity 100) Max 218 occupants	1 room plus spill over area	11 Council Stations plus two Staff Stations	Video Conferencing	118 100	195.0 137.5	2099 1480	
					5 Workstations for staff Chairs for 100 to 200 (audience)	Audio Live Streaming Projector and Screen				
EMO (dedicated or Training Room adaptability)	Middle / Back	Individual working stations	12 occupants	1	Low open stations	Video Conferencing	12	52.3	562	

Meeting Rooms and Other	Spatial Position	Nature and Style	# of Occupants	# of Rooms	Furniture / Fixtures	Technology	Number of Occupants	Areas		Remarks
								m²	sf	
Staff Lunchroom (connected to Breakout Room)	Back	Full-service lunchroom	20 occupants	1	Tables, chairs, appliances (stove, dishwasher, microwave, fridge,	N/A	20	41.1	442	
Staff Breakout Room (connected to Staff Lunchroom)	Back	Lounge-like area	20 occupants	1	Couch, chairs	TV	20	31.1	335	
Staff Fitness Area	Back	Small to medium fitness area.	6 occupants	1	Treadmill, stepper, rower,	TV Sound System	6	18.0	194	
Reception Counter	Front	Counter Entrance area	3 employees Accommodation of 1 to 12 clients	1 Common area	Counter Chairs x 3	TV (message screen for public)	3	14.0	151	
Client Waiting Area	Front	Open space for clients to wait for appointment or consultation.	Accommodation of 1 to 12 clients	1 Common area	Couch Chairs Coffee Tables Community Art	IPAD	12	23.5	253	
Server / Tech Room	Back	IT office and technology storage	Workspace / counter for 1 tech	1 room	Shelving and cabinets		1	11.8	127	
Rack Room		Room for servers	Space for racks	1 room	Racks/cooling syst.	Servers	1	11.0	118	
Printer Area(s)	Front / Middle / Back	Photocopier / Scanner Common area for staff	2 to 3 areas top service printing and scanning needs	2 to 3 areas	Photocopiers, storage for stationary, paper, etc.	Printers, Scanner, plotters, laminator, etc.	1	12.4	133	
							1	12.4	133	
							1	12.4	133	
Sub-totals Common Areas							361	726.7	7822	

Meeting Rooms and Other	Spatial Position	Nature and Style	# of Occupants	# of Rooms	Furniture / Fixtures	Technology	Number of Occupants	Areas		Remarks
								m²	sf	

							Number of Occupants	Areas		Remarks
								m²	sf	
Sub-totals Departments		Sub-totals Departments					64	416.3	4,436	
Sub-totals Common Areas		Sub-totals Common Areas					361	726.7	7,822	
TOTAL		TOTAL					425	1,143.0	12,258	

EXISTING BUILDING AREAS			
	Areas		Remarks
	m²	sf	
Town of Windsor Administrative Building			
Basement	0.0	0	Fire Dept. areas not incl.
Ground Floor	228.0	2,454	Fire Dept. areas not incl.
2nd Floor	865.0	9,311	
Total	1,093.0	11,765	

West Hants Municipal Complex										
Basement								725.0	7,804	
Ground Floor								725.0	7,804	
Total								1,450.0	15,608	

Appendix B

Building Name: Windsor Town Hall	Bldg Address: 100 King Street, Windsor	Building Function: Municipal Operations	Type of Construction: Concrete foundation, steel/concrete structure, masonry exterior
Construction Date: 1960	No. of Stories: 2 + Basement	Gross Area: 2839 sq.m. (30,560 sq.ft.) Approximate	
Functional Data	Occupant: Town hall, RCMP, Fire Hall, Council Chambers		Occupancy: 30 (approximately)

Capitalization/Renovation History (date/scope)

- 1) 1960: Original building construction housing Town Hall & Fire Station
- 2) 1995: addition/renovation to house elevator and clock tower.

Major Maintenance Renovation History:

- 1) Basement windows scheduled for replacement, summer of 2020.
- 2) VRF heat pump and HRV system installed for second floor, 2008.
- 3) VRF heat pump and HRV system schedules for install on first floor, winter 2019.
- 4) Windows replaced on first/second floors, several years ago.
- 5) IT room AC installed within last 8 years
- 6) Gas-fired instantaneous hot water heater installed.
- 7) Diesel generator installed in 1992
- 8) Electrical upgrade in 2009

General Condition:

- 1) Fair to good overall

Problems:

- 1) Significant floor deflection and structure deterioration in fire hall. Many jack posts installed in basement to stabilize floor structure. Area in basement that houses posts only used for storage now, was bingo hall.
- 2) Hazmat assessment/report completed in 2005 identifying asbestos types and locations
- 3) First floor offices still utilizing window AC units
- 4) Radon testing should be carried out to ensure that radon levels are within acceptable limits.



Architectural Systems	Type / Age	Condition	P	F	G	Recap Period					Recap \$
						0-5	5-10	10-15	15-20	20-25	
Roof	Observed as bitumen built-up roofing on steel deck roof.	Appears to be in good condition. No leaks reported.			✓		✓				\$98,000 to replace roofing and upgrade insulation to R20.
.											
Exterior Walls Original	Brick cladding. Exact system composition not known.	Appear to be in good condition.			✓				✓		\$10,000 for possible repointing and repairs.
.											

Exterior Doors / Windows	Observed different types of doors and windows, curtain wall, continuous windows and punch windows	Mostly in good condition. Basement windows scheduled to be replaced in the Summer of 2020.		✓		✓					\$12,000 estimated basement window replacement.
•											
Ceiling Finishes	Lay-in acoustical tiles in t-bar framing system	In fair condition but aged. Acoustical value of existing lay-in tiles is low.		✓		✓					\$10,000 estimated cost of acoustical tile replacement.
•											
Walls	Mostly gypsum board on stud framing	Mostly in good condition.			✓			✓			\$5,000 estimated repairs and painting.
•											
Life Safety	No sprinkler system. Generator installed. Fire Alarm with pull stations/smoke detectors installed per NFPA.	In fair to good condition. Revisions only if re-design work is undertaken.			✓				✓		\$5,000 estimated cost of maintenance.
•											
Exiting	2 existing exit stairs, one stair is not compliant with current building code.	In good condition but upgrades will be required to exiting if re-design work is undertaken.			✓			✓			\$25,000 estimated cost to upgrade exit stairs.
•											

Structural Systems	Type / Age	Condition	P	F	G	Recap Period					Recap \$
						0-5	5-10	10-15	15-20	20-25	
Foundation	Reinforced concrete – original to various construction periods	Good condition, minimal leaks			✓					✓	
•											
Floor Structure (Basement)	Concrete slab on grade	Good condition			✓					✓	
•											
Floor Structure (1 st)	Steel/Reinforced	Fair condition		✓						✓	

	concrete – original to various construction periods									
•										
Floor Structure (2 nd)	Steel/concrete slab – original to various construction periods	Good condition			✓				✓	
•										
Roof Structure	Steel/metal deck – original to various construction periods	Good condition			✓				✓	
•										
Stairs	Steel original	Good condition			✓				✓	
•										
Support Structure	Steel – original to various construction periods	Good condition			✓				✓	
•										

Mechanical Systems

Plumbing	Type / Age	Condition	P	F	G	Recap Period					Recap \$
						0-5	5-10	10-15	15-20	20-25	
Domestic Water	Copper - original to construction period with upgrades as necessary	Fair in original building		✓			✓				
•											
Sanitary Drains	Cast iron in original, ABS/PVC used during reno's	Fair in original building		✓				✓			
• No sign of oil interceptor serving the Fire Hall vehicle storage area.											
Storm Drains	Cast iron	Fair condition		✓				✓			
• Roof drain domes appear to have been replaced when roof was re-done											
Fixtures	Vitreous china/stainless steel – age unknown	Fair condition		✓				✓			

•											
Backflow Preventor	None										\$4000.00 to meet code
• Required by code ASAP at domestic water entrance, boiler make-up and commercial washing machine											
Water Heaters	1-Gas-fired instantaneous heater. 1- tank	Good condition			✓				✓		\$2000.00 to meet code
• Installations do not meet Plumbing Code: they require expansion tanks and vacuum relief valves											
Valves	Combination of bronze ball/gate/check valves – age unknown	Fair in original building		✓			✓				
• We suspect that the older gate valves will not re-open once they are closed to service equipment/fixtures											

HVAC	Type / Age	Condition	P	F	G	Recap Period					Recap \$
						0-5	5-10	10-15	15-20	20-25	
Ductwork	Galvanized sheet metal - original to various construction periods	Fair in original building. Good where reno's have occurred on 2 nd floor and where new reno's are happening now		✓	✓			✓		✓	
•											
Diffusers / Grilles	Steel – original, new on second floor	Good condition			✓				✓		
•											
Terminal Units	Hot water baseboard/unit heaters/cabinet heaters - original to various construction periods	Fair in original building		✓				✓			\$100,000 to replace existing terminal heating units
•											
Piping	Schedule 40 steel with treaded and Victaulic -	Fair in original building		✓				✓			\$90,000 to replace piping in building

	original to various construction periods									
•										
AHU / RTU	HRV installed in 2008	Good condition			✓			✓		
•										
Humidifiers	None									
• Measured RH: 17.7% in reception, 18.1% on second floor										
Insulation	Fibre - original to various construction periods.	poor in original building distribution piping, some replaced over the years	✓		✓	✓			✓	\$10,000 for asbestos abatement and reinsulating
• Hazmat report identifies type and location of asbestos insulation										
Controls	Dedicated per system	VRF system has new DDC controls, boilers have manual lead/lag system, rad's have older dedicated t'stats		✓	✓		✓		✓	
• The building does have an outdated pneumatic control system but no DDC Building Management system that integrates all mechanical systems										
AC Units (VRF System)	VRF Heat Pumps	Good condition			✓				✓	
• The window AC units will no longer be used once the new VRF system is completed on first floor.										
Condensing Units	VRF roof-top condensing units installed in 2008 for 2 nd floor. Additional units being installed now for first floor VRF.	Good condition			✓				✓	
•										
Heat Exchangers	Not Applicable									
•										
Boilers	2 oil-fired Weil-McLain hot water cast iron sectional boilers	good condition			✓				✓	
•										
Pumps	centrifugal pumps – re-built	Good condition			✓				✓	
•										
Oil Storage Tank	Aboveground	Good condition		✓				✓		\$20,000 tank replacement cost
•										

Fire Protection	Type / Age	Condition	P	F	G	Recap Period					Recap \$
						0-5	5-10	10-15	15-20	20-25	
Sprinklers	No sprinkler system										New wet pipe sprinkler system would cost \$150,000
• Sprinkler system may be required should major renovation of building take place											
Fire Pumps	Not Applicable										
•											
Piping	No sprinkler system										
•											
Valves	No sprinkler system										
•											
Fire Extinguishers	Type ABC throughout – age unknown	Good condition, tests up to date			✓			✓			
• Must be tested annually											
Electrical Systems	Type / Age	Condition	P	F	G	Recap Period					Recap \$
						0-5	5-10	10-15	15-20	20-25	
Transformers	Pole mount 3 phase/NSPower	Good condition			✓				✓		
•											
Service Entrance											
• Upgraded in 2009											
Fire Alarm		Fair to Good			✓			✓			
• Pull stations/smoke detectors installed per NFPA											
Emergency Lights		Good condition			✓				✓		
• Genset											
APU – generator, 75 kW, 208/120	Generac diesel genset/1992	Good condition			✓				✓		
•											
UPS	N/A										
•											
Switches	Mix of newer and older	Good condition			✓				✓		

	as changes have been made over the years									
•										
Main Distribution Panels	Upgraded in 2009	Good condition			√				√	
• Checked with infrared camera, no overheated circuits										
Main Distribution System	Mix of newer and older as changes have been made over the years	Good condition			√				√	
• Mix of EMT and BX										
Branch Panels	Mix of newer and older as changes have been made over the years	Good condition			√				√	
• Checked with infrared camera, no overheated circuits										
Branch Distribution System	Mix of newer and older as changes have been made over the years	Good condition			√				√	
• Mix of EMT and BX										
Grounding	Unknown	Good condition			√				√	
• What could be seen appears to be in good condition										
Lightning Protection	N/A									
•										
Surge Protection	N/A									
•										
Interior Lighting	Mix of older T8 and new LED	Good condition			√				√	
• T8 fluorescent strips in office areas, new LED in fire hall										
Exterior Lighting	Wall packs, newer	Good condition			√				√	
•										

Communications and Security Systems	Type / Age	Condition	P	F	G	Recap Period					Recap \$
						0-5	5-10	10-15	15-20	20-25	
Telephone	By service provider										
•											

Data	By service provider										
•											
Intrusion Alarm	By service provider										
•											
Public Address	N/A										
•											

Building Name: West Hants Municipal Building	Bldg Address: 76 Morrison Dr., Windsor	Building Function: Municipal Operations	Type of Construction: Concrete foundation, steel/concrete floor structure, wood roof trusses, masonry exterior									
Construction Date: 1988	No. of Stories: 1 + Basement	Gross Area: 1482 sq.m. (15,947sq.ft.) Approximate										
Functional Data	Occupant: Town hall, Council Chambers, Public Works & Parks/Recreation					Occupancy: 20 (approximately)						
Capitalization/Renovation History (date/scope) 1) 1988: Original building construction housing Town Hall & municipal operations Major Maintenance Renovation History: 1) Basement windows/wells upgraded last year. 2) Carrier Geothermal to DX refrigerant heat pumps installed 10 years ago. 3) Carrier zone VRF heat pumps and HRV system installed 10 years ago. 4) Olympian diesel generator installed approximately 25 years ago. 5) IT room and basement office area mini-splits added within last 5 years 6) Public Works/Parks area to have mini-splits installed next summer. 7) Existing humidifiers removed during heat pump upgrade. General Condition: 1) Good overall Problems: 1) Radon testing should be carried out to ensure that radon levels are within acceptable limits. 2) No CO/NOx detection/exhaust in garage. There is a CO detector in basement office area.												
Architectural Systems		Type / Age	Condition	P	F	G	Recap Period					Recap \$
							0-5	5-10	10-15	15-20	20-25	
Roof	Pitched roof with asphalt tiles on plywood on wood trusses.	Appear to be in good condition.			✓					✓		\$37,000 estimated cost to replace tiles.
.												
Exterior Walls Original	Brick exterior cladding	Appear to be in good condition.			✓					✓		\$5,000 estimated cost for repointing and repairs
.												
Exterior Doors / Windows	Aluminum and steel doors and windows.	Appear to be in good condition.			✓					✓		\$5,000 estimated cost for repairs and maintenance.



•											
Ceiling Finishes	Acoustical lay-in tiles	Good condition			√				√		\$15,000 estimated cost to replace lay-in tiles.
•											
Walls	Gypsum board on stud framing.	Good condition			√				√		\$5,000 estimated cost to repair and paint.
•											
Life Safety	No sprinkler system. Fire alarm and pull stations/smoke detectors installed. Diesel generator installed	Good condition			√				√		
•											
Exiting	Stairs and exit doors in compliance with NBC.	Good condition			√				√		
•											

Structural Systems	Type / Age	Condition	P	F	G	Recap Period					Recap \$
						0-5	5-10	10-15	15-20	20-25	
Foundation	Reinforced concrete – original to various construction periods	Good condition, minimal leaks			√					√	
•											
Floor Structure (Basement)	Concrete slab on grade	Good condition			√					√	
•											
Floor Structure (1 st)	Steel/concrete – original to construction period	Good condition			√					√	
•											
Floor Structure (2 nd)	N/A										
•											
Roof Structure	Wood trusses – original to construction period	Good condition			√					√	

•											
Stairs	Steel original	Good condition			✓					✓	
•											
Support Structure	Steel – original to construction period	Good condition			✓					✓	
•											

Mechanical Systems

Plumbing	Type / Age	Condition	P	F	G	Recap Period					Recap \$
						0-5	5-10	10-15	15-20	20-25	
Domestic Water	Copper - original to construction period	Good condition			✓				✓		
•											
Sanitary Drains	ABS/PVC original to construction period	Good condition			✓				✓		
• No sign of oil interceptor serving the Fire Hall vehicle storage area.											
Storm Drains	N/A										
• Pitched roof											
Fixtures	Vitreous china/stainless steel – original to construction	Good condition			✓				✓		
•											
Backflow Preventor	None										\$4000.00 to meet code
• Required by code ASAP at domestic water entrance											
Water Heaters	60 gallon electric	Good condition			✓				✓		\$2000.00 to meet code

• Installation does not meet Plumbing Code: requires expansion tanks and vacuum relief valves											
Valves	bronze ball/gate/check valves – original	Good condition			√				√		
•											

HVAC	Type / Age	Condition	P	F	G	Recap Period					Recap \$
						0-5	5-10	10-15	15-20	20-25	
Ductwork	Galvanized sheet metal - original to construction periods	Good condition			√				√		
• Much of the ductwork was re-used/or modified during the geothermal system upgrade											
Diffusers / Grilles	Steel – original	Good condition			√				√		
•											
Terminal Units	Electric baseboard/unit and cabinet heaters - original to construction period	Good condition			√				√		
• With the geothermal system, many BB heaters likely never come on.											
Piping	Copper Refrigerant tubing – 10 years old	Good condition			√				√		
•											
AHU / RTU	HRV's – 10 years old on main floor. 2 HRV's in basement original and fair condition	Good condition			√			√			Basement HRV replacement: \$8000
•											
Humidifiers	None										
• Humidifiers removed when geothermal system installed. Measured RH: 23.2% in reception area.											
Insulation	Armaflex foam on refrigerant tubing	Good condition			√				√		
•											
Controls	Dedicated heat pump controllers, dedicated electric heat controls	Good condition			√				√		

The building does not have a DDC Building Management system that integrates all mechanical systems											
AC Units (heat pumps)	Carrier Heat Pumps/10 years old. Mini-split HP's in basement	Good condition			√			√			
The window AC units will no longer be used once the new VRF system is completed on first floor.											
Condensing Units	Mini-split condensing units/approx. 5 years old	Good condition			√				√		
Heat Exchangers	Not Applicable										
Boilers	Not Applicable										
Pumps	centrifugal inline pumps – new 10 years ago	Good condition			√				√		
Oil Storage Tank	Not Applicable										

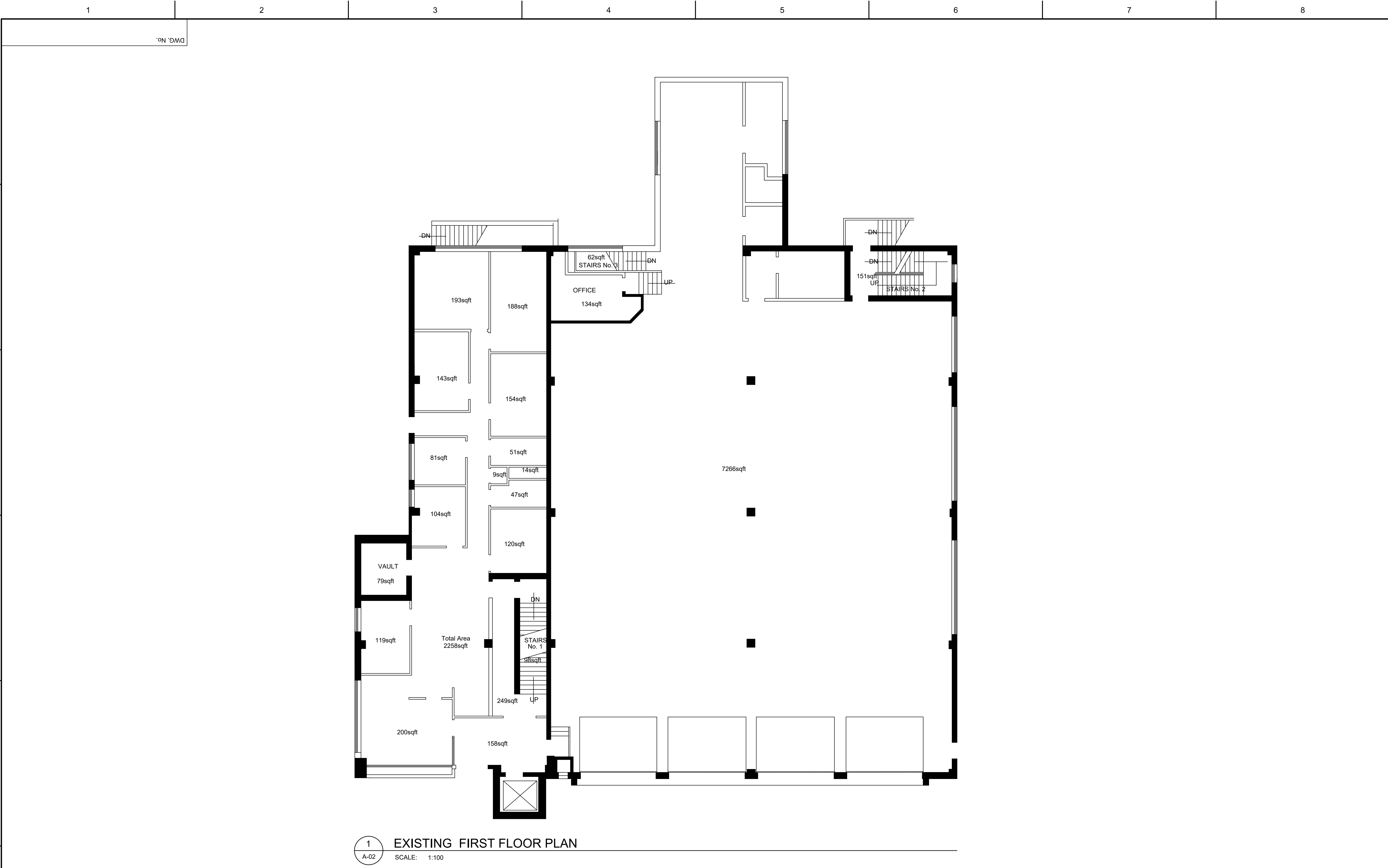
Fire Protection	Type / Age	Condition	P	F	G	Recap Period					Recap \$
						0-5	5-10	10-15	15-20	20-25	
Sprinklers	No sprinkler system										New wet pipe sprinkler system would cost \$90,000
Sprinkler system may be required should major renovation of building take place											
Fire Pumps	Not Applicable										
Piping	No sprinkler system										
Valves	No sprinkler system										
Fire Extinguishers	Type ABC throughout – age unknown	Good condition, tests up to date			√			√			
Must be tested annually											

Electrical Systems	Type / Age	Condition	P	F	G	Recap Period					Recap \$
						0-5	5-10	10-15	15-20	20-25	
Transformers	Pole mount 3 phase/NSPower	Good condition			✓				✓		
•											
Service Entrance	Westinghouse 400A, 120/208, 3ph, 60	Good condition			✓				✓		
•											
Fire Alarm		Good condition			✓				✓		
• Pull stations/smoke detectors installed per NFPA											
Emergency Lights		Good condition			✓				✓		
• Genset											
APU – diesel generator, 208/120	Olympian diesel genset/mid 1990's	Good condition			✓				✓		
•											
UPS	N/A										
•											
Switches	Mostly new for the Geothermal conversion (Cutler Hammer), Westinghouse original	Good condition			✓				✓		
•											
Main Distribution Panels	Westinghouse, original	Good condition			✓				✓		
• Checked with infrared camera, no overheated circuits											
Main Distribution System	Mix of newer and older as changes have been made	Good condition			✓				✓		
• Mix of EMT and BX											
Branch Panels	Mix of Westinghouse, original. Cutler hammer for geothermal upgrade	Good condition			✓				✓		
• Checked with infrared camera, no overheated circuits											
Branch Distribution System	Mix of newer and older as changes have been	Good condition			✓				✓		

	made										
• Mix of EMT and BX											
Grounding	Unknown	Good condition			√				√		
• What could be seen appears to be in good condition											
Lightning Protection	N/A										
•											
Surge Protection	N/A										
•											
Interior Lighting	T8 original	Good condition			√				√		
• Occupancy sensors installed in most areas.											
Exterior Lighting	Wall packs and light standrd	Good condition			√				√		
•											

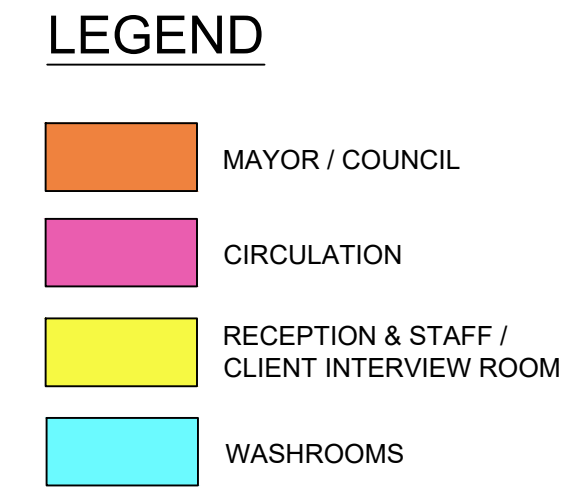
Communications and Security Systems	Type / Age	Condition	P	F	G	Recap Period					Recap \$
						0-5	5-10	10-15	15-20	20-25	
Telephone	By service provider										
•											
Data	By service provider										
•											
Intrusion Alarm	By service provider										
•											
Public Address	N/A										
•											

Appendix C



1 EXISTING FIRST FLOOR PLAN
A-02 SCALE: 1:100

																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																					</
--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	----



ISSUED FOR INFORMATION

THIS DRAWING WAS PREPARED FOR THE EXCLUSIVE USE OF [NAME OF CLIENT] ("CLIENT") AND IS ISSUED PURSUANT TO [THE RELEVANT AGREEMENT] BETWEEN CLIENT AND [HATCH LTD.] ("HATCH"), UNLESS OTHERWISE AGREED IN WRITING WITH CLIENT OR SPECIFIED ON THIS DRAWING. (A) HATCH DOES NOT ACCEPT AND DISCLAIMS ANY AND ALL LIABILITY OR RESPONSIBILITY ARISING FROM ANY USE OF OR RELIANCE ON THIS DRAWING BY ANY THIRD PARTY OR ANY MODIFICATION OR MISUSE OF THIS DRAWING BY CLIENT, AND (B) THIS DRAWING IS CONFIDENTIAL AND ALL INTELLECTUAL PROPERTY RIGHTS EMBODIED OR REFERENCED IN THIS DRAWING REMAIN THE PROPERTY OF HATCH.



DRAFTSPERSON	A.L.	NR	2020/01/10
DESIGNER		NR	
CHECKER			
DESIGN COORD.			
RESP. ENG.			
LEAD DISC. ENG.			
ENG. MANAGER			
PROJ. MANAGER			

WINDSOR - WEST HANTS
MUNICIPAL COMPLEX RENOVATION

WINDSOR
PROPOSED FIRST FLOOR PLAN

[illegible]



1
A-03

EXISTING SECOND FLOOR PLAN

SCALE: 1:100

ISSUED FOR INFORMATION

THIS DRAWING WAS PREPARED FOR THE EXCLUSIVE USE OF [NAME OF CLIENT] ("CLIENT") AND IS ISSUED PURSUANT TO [THE RELEVANT AGREEMENT] BETWEEN CLIENT AND [HATCH LTD.] ("HATCH"). UNLESS OTHERWISE AGREED IN WRITING WITH CLIENT OR SPECIFIED ON THIS DRAWING, (A) HATCH DOES NOT ACCEPT AND DISCLAIMS ANY AND ALL LIABILITY OR RESPONSIBILITY ARISING FROM ANY USE OF OR RELIANCE ON THIS DRAWING BY ANY THIRD PARTY OR ANY MODIFICATION OR MISUSE OF THIS DRAWING BY CLIENT; AND (B) THIS DRAWING IS CONFIDENTIAL AND ALL INTELLECTUAL PROPERTY RIGHTS EMBODIED OR REFERENCED IN THIS DRAWING REMAIN THE PROPERTY OF HATCH.



DRAFTSPERSON	A.L.	NR	10/12/2019
DESIGNER		NR	
CHECKER			
DESIGN COORD.			
RESP. ENG.			
LEAD DISC. ENG.			
ENG. MANAGER			
PROJ. MANAGER			

WINDSOR - WEST HANTS
MUNICIPAL COMPLEX RENOVATION

WINDSOR
EXISTING SECOND FLOOR PLAN

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

A

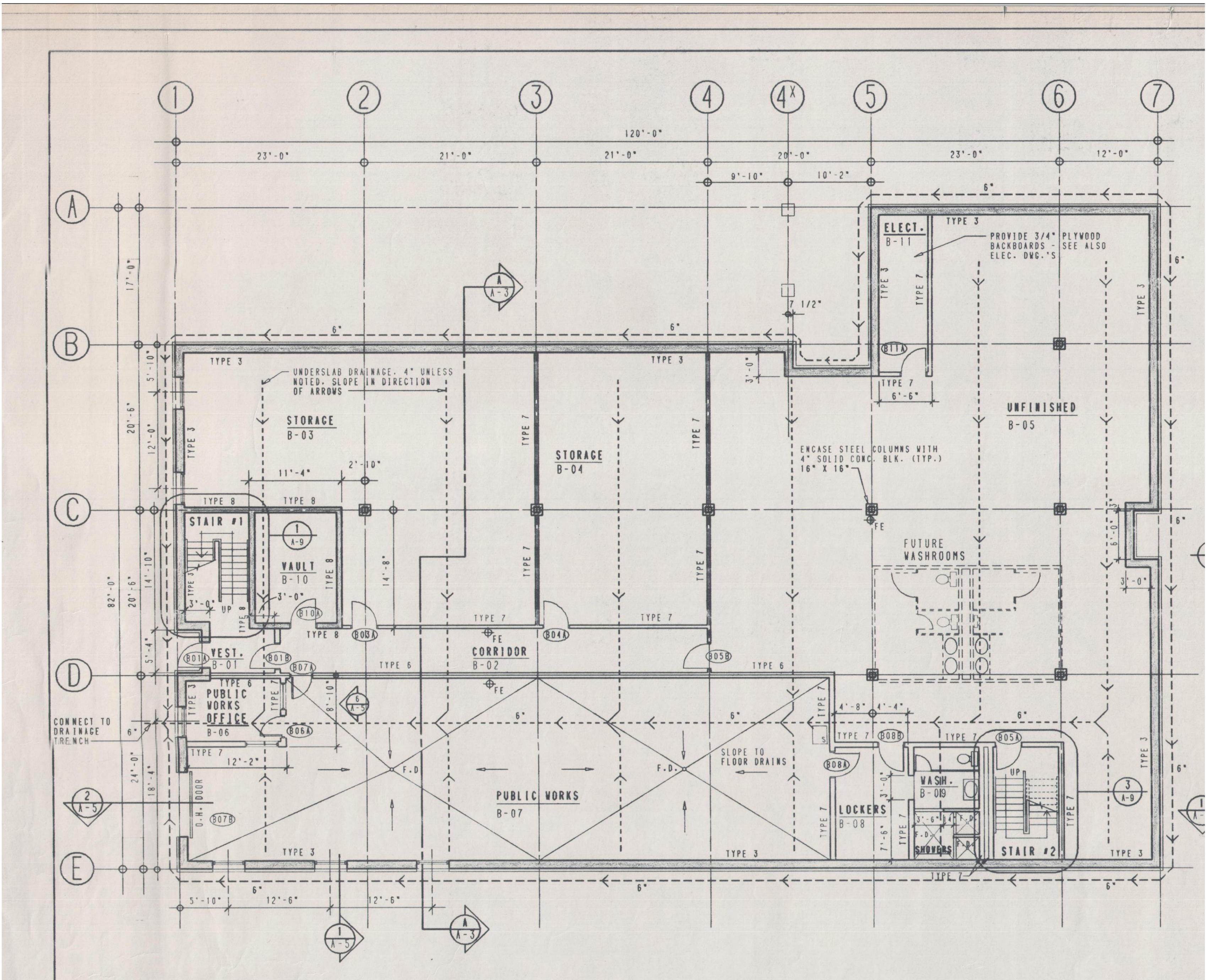
B

C

D

E

F



1

EXISTING BASEMENT FLOOR PLAN

A-01

SCALE: 1:100

ISSUED FOR INFORMATION

THIS DRAWING WAS PREPARED FOR THE EXCLUSIVE USE OF (NAME OF CLIENT) ("CLIENT") AND IS ISSUED PURSUANT TO (THE RELEVANT AGREEMENT) BETWEEN CLIENT AND HATCH LTD. ("HATCH"). UNLESS OTHERWISE AGREED IN WRITING WITH CLIENT OR SPECIFIED ON THIS DRAWING, (A) HATCH DOES NOT ACCEPT AND DISCLAIMS ANY AND ALL LIABILITY OR RESPONSIBILITY ARISING FROM ANY USE OF OR RELIANCE ON THIS DRAWING BY ANY THIRD PARTY OR ANY MODIFICATION OR MISUSE OF THIS DRAWING BY CLIENT; AND (B) THIS DRAWING IS CONFIDENTIAL AND ALL INTELLECTUAL PROPERTY RIGHTS EMBODIED OR REFERENCED IN THIS DRAWING REMAIN THE PROPERTY OF HATCH.

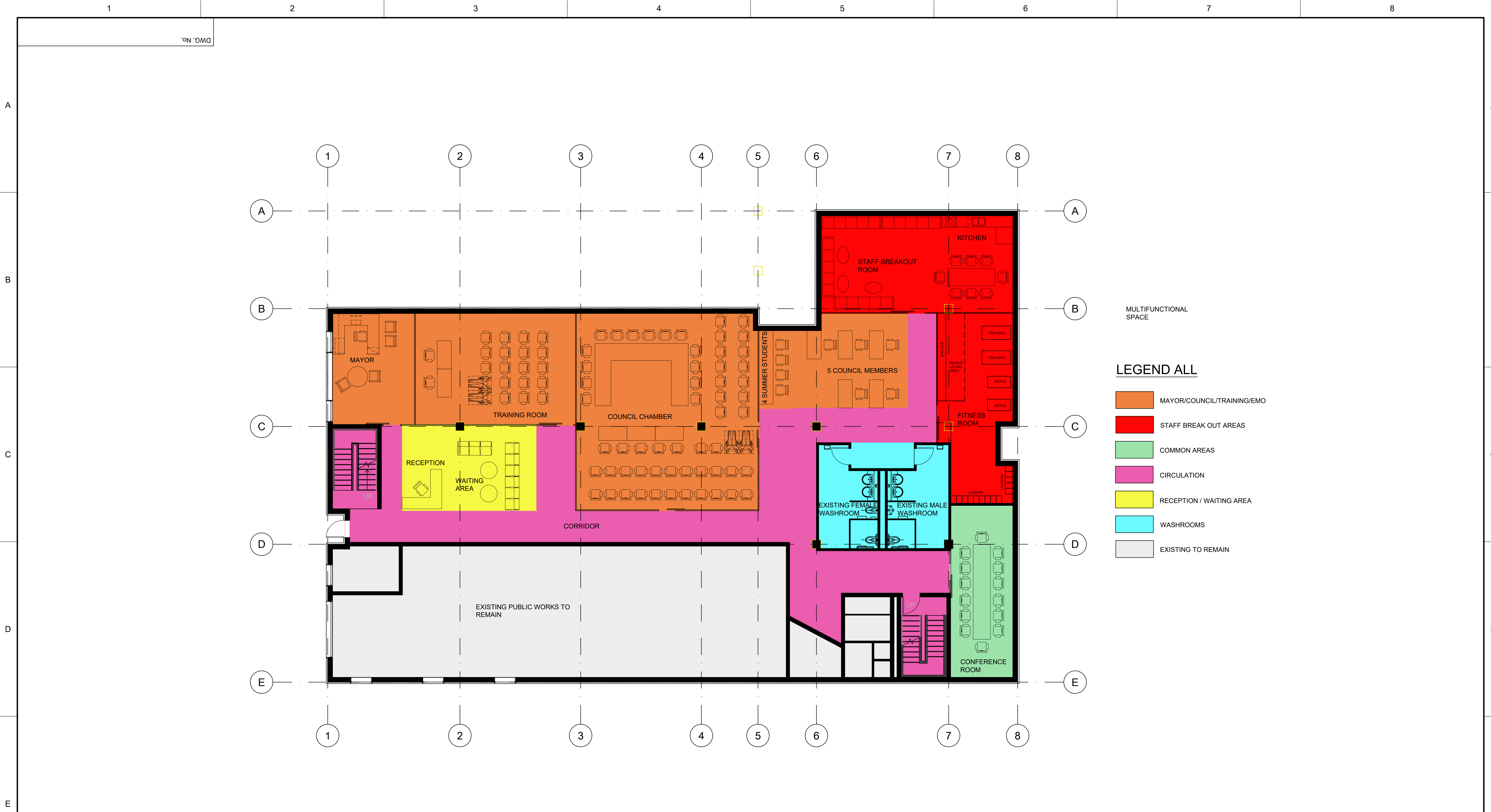


DRAFTSPERSON	A.L.	NR	10/12/2019
DESIGNER		NR	
CHECKER			
DESIGN COORD.			
RESP. ENG.			
LEAD DISC. ENG.			
ENG. MANAGER			
PROJ. MANAGER			

WINDSOR - WEST HANTS
MUNICIPAL COMPLEX RENOVATION

WEST HANTS
EXISTING BASEMENT PLAN

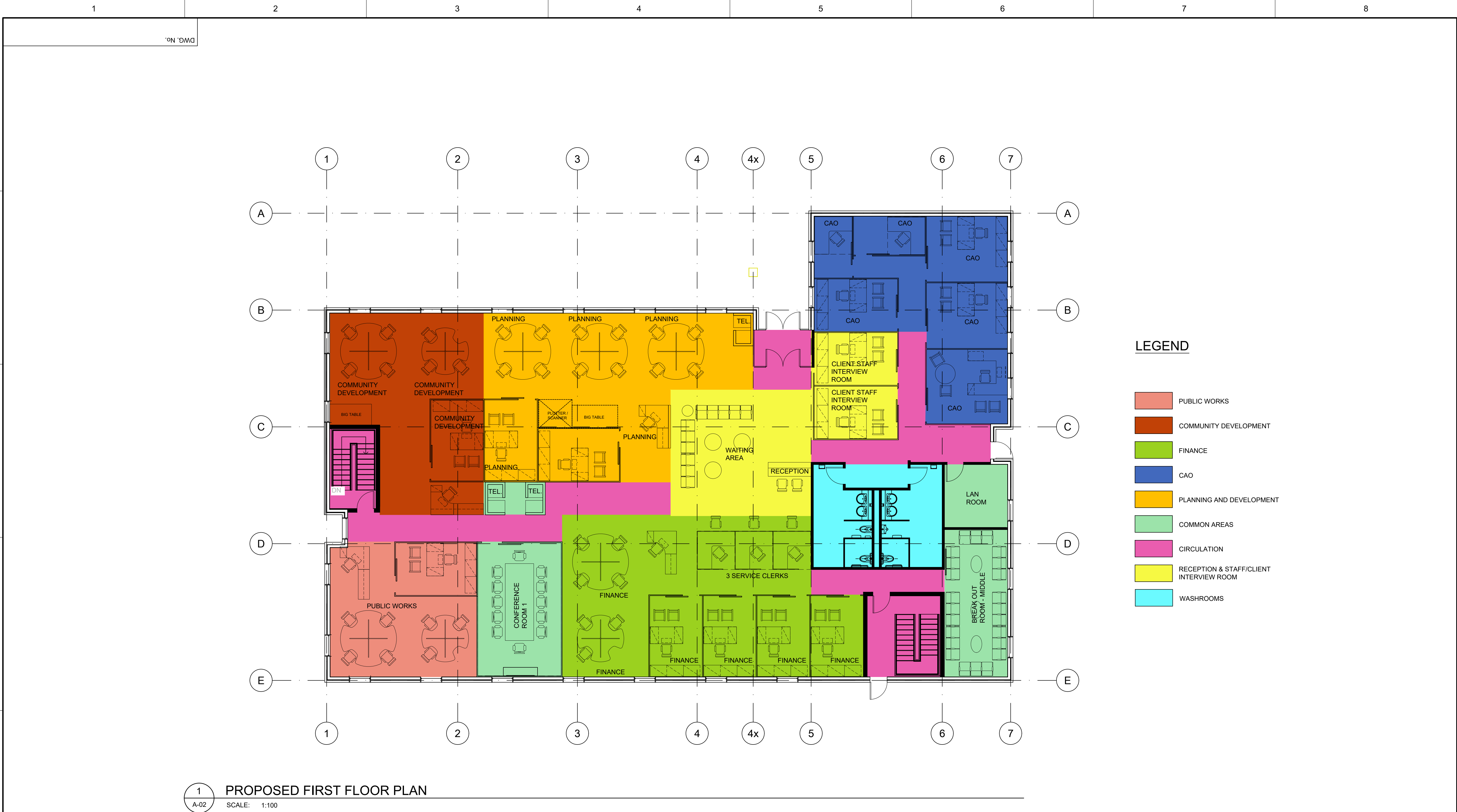
DRAWING No.	DRAWING TITLE	No.	DESCRIPTION	BY	CHK'D	DATE	ROLE	NAME	SIGNATURE	DATE	SCALE	DWG. No.	REV
REFERENCE DRAWINGS		REGISTERED PROFESSIONAL		REVISIONS		DRAWING APPROVAL STATUS:		OR AS NOTED		A-01		A	



1 A-01															PROPOSED BASEMENT FLOOR PLAN															SCALE: 1:100																																																						
F											ISSUED FOR INFORMATION					THIS DRAWING WAS PREPARED FOR THE EXCLUSIVE USE OF [NAME OF CLIENT] ("CLIENT") AND IS ISSUED PURSUANT TO [THE RELEVANT AGREEMENT] BETWEEN CLIENT AND [HATCH LTD.] ("HATCH"). UNLESS OTHERWISE AGREED IN WRITING WITH CLIENT OR SPECIFIED ON THIS DRAWING, (A) HATCH DOES NOT ACCEPT AND DISCLAIMS ANY AND ALL LIABILITY OR RESPONSIBILITY ARISING FROM ANY USE OF OR RELIANCE ON THIS DRAWING BY ANY THIRD PARTY OR ANY MODIFICATION OR ABUSE OF THIS DRAWING BY CLIENT, AND (B) THIS DRAWING IS CONFIDENTIAL AND ALL INTELLECTUAL PROPERTY RIGHTS EMBODIED OR REFERENCED IN THIS DRAWING REMAIN THE PROPERTY OF HATCH.																																																																				
																DRAFTSPERSON					A.L.					NR					2020/01/10					WINDSOR - WEST HANTS MUNICIPAL COMPLEX RENOVATION																																																
																DESIGNER										NR																																																										
																CHECKER																																																																				
																DESIGN COORD.																																																																				
																					RESP. ENG.																				WEST HANTS PROPOSED BASEMENT FLOOR PLAN																																											
																					LEAD DISC. ENG.																																																															
																					ENG. MANAGER																																																															
																					PROJ. MANAGER																																																															
	DRAWING No.					DRAWING TITLE										No.					DESCRIPTION					BY					CHK'D					DATE					ROLE					NAME					SIGNATURE					DATE					SCALE					DWG. No.					A-01					REV					A			
REFERENCE DRAWINGS										REGISTERED PROFESSIONAL					REVISIONS															DRAWING APPROVAL STATUS:															OR AS NOTED																																							
1					2					3					4					5					6					7					8																																																	

FORBERRER ANNA

[illegible]



																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																										</
--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	----

Appendix D

W.B. STEPHENS BUILDING ENVIRONMENTAL RISK REGISTER

[illegible]

WEST HANTS MUNICIPAL OFFICE ENVIRONMENTAL RISK REGISTER

[illegible]



WEST HANTS REGIONAL MUNICIPALITY

ADDENDUM #1

Question 1-1

Would the municipality consider accepting electronic submissions for this project? We submitted on the request for proposal for the Public Works facility a few weeks ago and on that project electronic submissions were acceptable.

Response:

Electronic (email) submissions will only be accepted if all the following criteria are met:

- The entire bid document is presented and issued in Adobe PDF format.
- The PDF documents are emailed to DSnair@westhants.ca by no later than 2:00 p.m. Atlantic Time, of the stated closing date.
- Emails must contain both of the following:
 - A subject line which reads:
Electronic Bid # WHRMADM24-01 - Consulting Services to Evaluate and Recommend the Appropriate Regional Municipal Complex
- “Read Receipt” must be turned on, which will be acknowledged by staff upon opening of the email submissions.

Question 1-2

How many Council / staff workshops do you anticipate? If you could define the number, it would ensure all consultants are pricing the same level of effort.

Response:

- One (1) Council workshop
- Three (3) Staff workshops

Question 1-3

How many public consultations are anticipated? Again, if you could define the number, it would ensure all consultants are pricing the same level of effort.

Response:

- Two (2) Public workshops

Question 1-4

Is the geographical area for rental opportunities or land to purchase limited to Windsor? If not, can you provide the area to be considered? A more focused search area will be less costly.

Response:



We would consider geographic areas within the Growth Centres of West Hants Regional Municipality.

Question 1-5

Can you reference the specific industry guidelines referenced in section 54 you want us to follow? There may be more than one for each factor and defining the specific guidelines, such as any municipally adopted sustainability or accessibility guidelines, will ensure all proponents are pricing the same work.

Response:

- SUSTAINABLE PROCUREMENT

- To align with the Municipality's Climate Action Committee's goals to reduce negative impacts on the environment, departments shall consider suppliers and contractors that meet the following when making purchases:
- Environmentally responsible business conduct, created by offering or using environmentally responsible products and services to the extent available, with the goal of reducing any negative impact on the environment.
- Greenhouse Gas (GHG) emissions mitigation, which may include establishing a reduction target, focusing on operational efficiencies and technological improvements, and offering low carbon products and services.
- Promote environmental responsibility through initiatives such as implementing policies and programs to reduce water usage, waste, energy, and resource consumption.
- Incorporate climate change risk assessments into risk management procedures.
-

When procuring goods or services priority shall be given to options that have reduced environmental impacts, have sustainable certifications such as those below, meet operational requirements, and are similar in cost to traditional options, when such options exist.

Low to Mid-Value Sustainable Procurement

When making low to mid-value procurement purchases, departments will use appropriate standards to achieve environmental outcomes and value for money.

Recommended Standards: **EPEAT**

A free online database that lists electronic products that are certified sustainable by meeting specific international standards. There are three (3) levels of certification: Bronze, Silver, and Gold.

Staff procuring electronics shall search the database for their desired product or options that meet operational requirements and are similar in cost to the specified product.



FSC

An international certification for forestry-related products, which certifies the products are sourced from responsibly managed forests. These products can include, but are not limited to, lumber, stationery, cardboard, and furniture. Most products will have an FSC label attached, which describes the sourcing material. FSC certified products that meet operational requirements and are similar in cost to the desired product shall be given priority.

- Meets the standards as identified under the Accessibility Directorate (The Government of Nova Scotia's Accessibility Directorate is responsible for administering the Accessibility Act and advancing disability issues within government) to achieve the goal of an accessible Nova Scotia by 2030.

Question 1-6

Does the municipality want proponents to take any specific steps to maintain confidentiality when reviewing potential rental properties or properties to purchase?

Response:

- Yes

Question 1-7

Do you want repair and maintenance histories for rental properties, where available, as well as the municipally owned properties?

Response:

- No

Question 1-8

Does the municipality have a timeline for the completion of the project?

Response:

- The deadline would be for all information provided by the end of June 2024.

Question 1-9



WHRMADM24-01 - Consulting Services to Evaluate and Recommend
the Appropriate Regional Municipal Complex
Addendum #1

April 10, 2024

WHRMADM24-01

Will the Municipality consider a one-week extension to the closing date?

Response:

Yes, an extension to the closing date will be provided. All submissions are due by the revised closing date. Tender **WHRMADM24-01 - Consulting Services to Evaluate and Recommend the Appropriate Regional Municipal Complex** will close at 2:00 p.m. Atlantic time, Friday, May 03, 2024

***** End of Addendum 1 *****



WHRMADM24-01 - Consulting Services to Evaluate and Recommend
the Appropriate Regional Municipal Complex
Addendum #2

April 19, 2024

WHRMADM24-01

WEST HANTS REGIONAL MUNICIPALITY

ADDENDUM #2

Question 1-1

Addendum 1 indicated a completion date of June 2024 which would allow less than two months to complete the project. We don't believe this is enough time to complete the scope of work requested. The project would more likely require closer to four to six months to complete.

Can you confirm the completion date please?

Response:

- West Hants Regional Municipality is looking to receive quotes for the proposal by the end of June 2024.
- West Hants Regional Municipality understands the scope of work needed to complete the project requires additional time. We look to have the work completed as soon as possible and hope for June 2024 deadline, we understand it may take longer. We ask proponents to identify in their proposal if the timeline is outside the June 30, 2024 deadline.

***** End of Addendum 2 *****