



REQUEST FOR PROPOSALS

RFP No.: CAL-FBCA-2025

Issue Date: November 12, 2025

Closing Date: January 5, 2026

PROJECT:

Facility and Building Condition Assessment

The Corporation of the Municipality of Calvin invites qualified consultants to submit proposals to conduct a comprehensive Facility and Building Condition Assessment of its municipal buildings and outdoor recreation facilities.

SCOPE OF WORK

The successful consultant will provide a detailed assessment of the physical condition, structural integrity, and maintenance requirements for the following municipal assets:

Buildings:

- - Fire Hall
- - Sand Dome
- - Public Works Garages (2) and outdoor gas tanks
- - Municipal Office Complex / Recreation Hall
- -Equipment/Recreation Storage Buildings

Outdoor Recreation Facilities:

- - Outdoor Rink
- - Outdoor Playground
- - Soccer Field
- - Ball Field

The assessment must include:

1. Visual inspection and evaluation of structural components, building systems (electrical, plumbing, HVAC), and roofing.
2. Identification of maintenance, repair, and capital renewal requirements.
3. Estimation of remaining useful life of key building components.
4. Prioritization of maintenance and capital replacement needs.
5. Recommendations for cost-effective improvements.
6. A written report with photographs, diagrams, and a summary of findings.

DELIVERABLES

- Project Completion: The project must be complete ideally no later than March 1, 2026, including all inspections, assessments, and reporting.

- Meetings with Senior Staff:

- The consultant is expected to meet with senior municipal staff at a frequency deemed appropriate to review progress and key findings.
- A formal meeting with senior staff will be required to review the draft report prior to finalization.

- Final Report:

A Building Condition Assessment must be submitted, organized according to the UNIFORMAT classification system to ensure consistency in reporting and analysis.

- One (1) electronic copy in an accessible format compliant with Ontario accessibility standards (Word or PDF) with Excel tables for each asset and condition assessment results.
- Ten (10) printed copies of the final report.

- Council Presentation:

- The consultant will present the final report in person, or via TEAMS to Council during a Tuesday evening Council meeting once the draft report has been reviewed and accepted by senior staff.

- Report Content Requirements:

- Detailed assessment of all municipal buildings and outdoor recreation facilities listed in the scope.
- Photographs, diagrams, and summary of findings.
- Identification of maintenance, repair, and capital renewal requirements.
- Estimation of remaining useful life of key building components.
- Prioritized recommendations for maintenance and capital improvements.
- Cost estimates for suggested repairs and replacements where applicable.

ELIGIBILITY & QUALIFICATIONS

Consultants must demonstrate:

- Experience in building and facility condition assessments, preferably for municipal clients
- Professional qualifications in engineering, architecture, or building science
- Ability to meet deadlines and provide clear, actionable reporting

SUBMISSION REQUIREMENTS

Proposals must include:

- Company profile and relevant experience
- Detailed methodology and work plan
- Schedule and timeline for completion
- Cost (including disbursements)
- References from previous municipal clients

Submissions may be submitted in hard copy, or by email clearly marked “Building Code Assessment RFP No.: CAL-FBCA-2025” and delivered to:

The Corporation of the Municipality of Calvin
1355 Peddlers Drive
Mattawa, ON P0H 1V0
email: cao@calvintownship.ca

Deadline for submissions: Noon, January 5, 2026

Opening of bids: 12:10 p.m., January 5, 2026

Council announcement of successful bidder: January 6, 2026

Note: The lowest bid is not necessarily the successful bidder.

TENDER TIMELINE SCHEDULE

Activity	Date / Time
Issue Request for Proposal	November 12, 2025
Deadline for Submission (Hard Copy)	January 5, 2026 – 12:00 p.m.
Opening of Bids	January 5, 2026 – 12:10 p.m.
Council Announcement of Successful Bidder	January 6, 2026

EVALUATION CHART

Evaluation Criteria	Description	Maximum Points	Evaluator Notes / Scoring
Consultant Qualifications & Experience	Professional qualifications, municipal experience, prior condition assessments	25	
Methodology & Work Plan	Clarity, comprehensiveness, practicality, inspections, reporting	25	
References / Past Projects	Quality and relevance of references, demonstrated success	10	
Understanding of Scope / Proposed Approach	Demonstrates understanding of municipal assets and reporting	20	
Timeline / Schedule	Ability to meet deadlines; realistic scheduling	10	
Cost / Value	Fees including disbursements; cost-effectiveness	10	

Notes:

- The lowest bid is not necessarily the successful bidder; quality, methodology, and experience are critical.