



# Request for Proposals

Title: **2026 Building Condition Assessment Project (Phase 2)**

Closing Date: **APRIL 17, 2026**

Closing Time: **12:00 PM** (Late submissions will not be accepted)

Location: Town of Goderich  
57 West Street  
Goderich, ON, N7A 2K5  
Attention: **Andrea Fisher,**  
**Director of Legislative Services/Clerk**  
Email: **[afisher@goderich.ca](mailto:afisher@goderich.ca)**

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## 1.0 Introduction

The Corporation of the Town of Goderich (herein “the Town”) is seeking the services of a multi-disciplinary engineering consultant to complete building condition assessments of select municipally owned facilities to better understand the physical condition and life expectancy of the municipality’s building asset portfolio. The proposal must meet all the requirements outlined in this document. Should none of the proposals be accepted, a re-issuance of the Request for Proposal (RFP) may be possible.

## 2.0 Background

Located on the eastern shore of Lake Huron at the mouth of the Maitland River, The Town of Goderich is seeking proposals for building condition assessments of various municipal facilities that cater to the approximate 8,000 residents living within the municipality and surrounding area. To maintain the municipality’s commitment to being responsive to the needs of both residents and visitors, as well as to align with the municipality’s asset management program, the Town strives to enhance municipally owned facilities with an emphasis on safety, reliability, accessibility and sustainability.

The Town of Goderich owns and maintains a range of facilities that provide services to the public. Phase 1 of the Building Condition Assessment (BCA) Project began in 2025 and completed assessments at six (6) sites: the municipal childcare center, fire hall, library, medical center, municipal office, and senior community center.

Phase 2 of the 2026 BCA Project will assess the remaining twenty-eight (28) municipal facilities, including: seven (7) airport buildings (terminal, equipment garage, pumphouse, hangar #1, hangar #2, hangar #3, and clubhouse); three (3) cemetery facilities (office/equipment depot, mausoleum/chapel, and storage building); the Maitland Recreation Centre; the Memorial Arena and Community Centre; Bannister Park pavilion and washrooms; the public works garage; the parks department garage; the ONE Care facility; the ERTH Hydro/Veolia Canada building; the lighthouse structure; four (4) Harbour Park facilities (bandshell, gate house storage, picnic shelter, and washrooms), two (2) Victoria Park facilities (service building/washrooms and picnic shelter); the Main Beach concession booth; St. Christopher’s Beach pavilions #2 and #3 (each including a picnic shelter and washrooms); and the Rotary Cove picnic shelter and washrooms.

The project scope excludes sheds, gazebos, and shade structures located on these properties. For the full list of facilities included within the scope of this project, including facility usage, facility components, locations, approximate year facility was constructed and approximate total floor area (sq. ft.), please refer to Appendix A.

## 3.0 Definitions

- 3.1 **Agreement/Contract:** means the legal agreement to be entered into by the selected Proponent and the Town of Goderich
- 3.2 **Authorized Agent:** is a representative of the Proponent who has the authority to enter into an Agreement on behalf of the Proponent.
- 3.3 **Award:** means the acceptance of a Proposal in accordance with this Request for Proposal, as evidenced by the Town of Goderich written notification to the selected Proponent.
- 3.4 **Closing Period:** the date and time specified in Section 5.1
- 3.5 **Goods and/or Services:** means those goods and/or services set out in this Proposal sought to be procured by the Town of Goderich as a result of this Request for Proposal process.
- 3.6 **Municipality/Town:** means the Town of Goderich.
- 3.7 **Proponent(s)/Bidder(s):** means all persons, partnerships or corporations who respond to the RFP and includes their heirs, successors and permitted assigns.
- 3.8 **Proposal:** is a written offer, in a specified form, received from a Proponent in response to a Request for Proposal to provide goods and/or services based on the approved format of the Town of Goderich containing terms and conditions.
- 3.9 **Proposal Package:** is the submitted package that includes the Proposal and any documents requested for evaluation.
- 3.10 **Request for Proposal (RFP):** means this RFP document including all schedules, parts, appendices and attachments, as issued by the Town, including any addenda or amendments made to it after initial issue.
- 3.11 **Town Representative:** has the meaning set out in Section 5.5
- 3.12 **Successful Proponent/Bidder:** means the Proponent/Bidder whose RFP submission is/are accepted to who has/have agreed to supply the goods and/or services, as outlined herein.

## 4.0 Project Overview

### 4.1 Objectives

The objective of the Town of Goderich 2026 Building Condition Assessment Project (Phase 2) is to perform building condition assessments of the facilities listed in Appendix A. The building condition assessments will ascertain the physical condition of these municipal facilities, as well as the various building components specified in Section 4.5.3.

The Town of Goderich is continuously updating and improving the data that drives the municipal asset management program. The municipality is seeking the services of a qualified, multi-disciplinary engineering consultant to assess the physical condition of its facilities and their components through visual, non-destructive site assessments. All facilities within the scope of this project will be evaluated using the Facility Condition Index (FCI) found in Appendix B.

The building condition assessments will follow the requirements for compliance with relevant legislation including but not limited to the Ontario Building Code, the Accessibility for Ontarians with Disability Act (AODA), all Health and Safety regulations and the municipality's Asset Management Plan.

### 4.2 Term of Project

The Town of Goderich anticipates awarding this project on May 4, 2026 with work to begin immediately upon award. To meet the Town of Goderich's internal budget timelines the successful Proponent will be required to complete condition assessments and compile data by October, 2026 such that the Town of Goderich can utilize the collected information to reasonably inform 2027 budget requests and the municipal asset management program.

### 4.3 Scope of Work

The 2026 Building Condition Assessment Project will focus on conducting building condition assessments at twenty-eight (28) municipal facilities, including: seven (7) airport buildings (terminal, equipment garage, pumphouse, hangar #1, hangar #2, hangar #3, and clubhouse); three (3) cemetery facilities (office/equipment depot, mausoleum/chapel, and storage building); the Maitland Recreation Centre; the Memorial Arena and Community Centre; Bannister Park pavilion and washrooms; the public works garage; the parks department garage; the ONE Care facility; the EARTH Hydro/Veolia Canada building; the lighthouse structure; four (4) Harbour Park facilities (bandshell, gate house storage, picnic shelter, and washrooms), two (2) Victoria Park facilities (service building/washrooms and picnic shelter); the Main Beach concession booth; St. Christopher's Beach pavilions #2 and #3 (each including a picnic shelter and washrooms); and the Rotary Cove picnic shelter and washrooms.

The scope of work shall consist of but not limited to: (a) review of as-recorded drawings and other requested documentation provided by the Town, (b) comprehensive, non-destructive

structural, mechanical, plumbing and electrical inspections, (c) a numerical grade and description of the condition of the various elements of the facility (Section 4.5.3), as well as, (d) a final report submitted to the Town at project completion. The project scope excludes any sheds, gazebos and/or shade structures that may also be found on the selected properties.

#### 4.4 Project Plan and Timeline

Consistent with the scope of work noted in this RFP, all responses to this RFP should include a clear description of the proposed project plan. The project plan should also include a proposed completion timeline outlining:

- inspection start and end date(s)
- what types of documents will need to be provided by the municipality (i.e., as-builts, DDS surveys, etc.)
- anticipated date to complete the review of the above requested documents
- anticipated data delivery date
- draft final report delivery date
- final report delivery date

As per the evaluation criteria included in this RFP, preference will be given to the Proponents that are able to complete the scope of work in the most time efficient manner possible. However, despite this desire for timely execution of this phase, the Town of Goderich reserves the right to reject any or all submissions received in response to this RFP.

It is desired that the consultant will have all walk-through inspections for each facility completed within 6-8 weeks of receiving formal approval from the Town of Goderich. Proponents are to include the time allocation to complete all final reports after the walk-through inspections as part of their proposal.

#### 4.5 Building Access

The successful Proponent will be granted full access to the facilities listed in Appendix A, under the supervision of the Manager and/or Supervisor identified in Appendix A. Each Manager/Supervisor has extensive experience managing the facilities within the scope of this RFP. During the initial site visits, Proponents are encouraged to consult with the applicable Manager/Supervisor and to consider their insights, observations, and operational experiences, and to complete any relevant verifications.

#### 4.5 Deliverables

A full list of facilities included within the scope of this project, including facility usage, facility components, locations, approximate year facility was constructed and approximate total floor area (sq. ft.), can be found within Appendix A.

The building condition assessment report is intended to gather both qualitative and quantitative data about each facility on a building component basis. It also shall provide qualitative and quantitative data on building components of high value relative to the facility and/or of high criticality to the facilities core function. Successful Proponents are asked to observe the structural integrity of each building and identify any unusual or problematic features or conditions. Using non-intrusive investigative techniques, the Proponent shall use Appendix B to assign an FCI rating to each building structure and its associated components, provide general comments on the condition of each building element, as well as describe existing deficiencies and problem areas. The final report shall demonstrate, in detail, a description of the facility structure/facility components, the FCI rating for the structure/facility components, as well as labelled photos to support the FCI rating given.

#### 4.5.1 Building Condition Assessment Report Template

The final building condition assessment reports shall include:

1. Cover Page
2. Building name and address
3. Date assessment was conducted
4. Date of final report
5. Name of the person(s) who completed the assessment and report
6. Building facility description
7. Executive summary of assessment findings, observations and recommendations
8. Labelled Photos and written descriptions of all buildings and their associated components assessed (i.e., structure, roof, various types of mechanical equipment, electrical, plumbing)
9. FCI rating for each building and building components assessed (i.e., structure, roof, various types of mechanical equipment, electrical, plumbing)
10. Scope of work detailing what action is required and recommended action date
11. Any limiting factors or assumptions made during the assessment
12. Labelled photos of components needing rehabilitation and/or replacement within five years of the date of assessment
13. Labelled photos of other deficiencies which the consultant notes in the building condition assessment report
14. Labelled photos of mechanical rooms and electrical rooms

The final building condition assessment report is required to be submitted to the municipality upon completion of the project. Upon approval of the draft final report, the Proponent will be required to provide the Town of Goderich with an electronic copy of the final report, including files containing the relevant photos that accompany the FCI ratings captured within the final report.

## 4.5.2 Site Visits

The objective of the walk-through site visits is to visually observe the subject facility to obtain information on material systems and components. Visually, the successful Proponent can gain a better understanding of the building by touring each facility under the supervision of the Manager/Supervisor listed in Appendix A. The objective of the facility site visits is to better understand the building envelope and gain valuable information regarding the facility type, system component age, materials present/used, capacity, life remaining, etc.

## 4.5.3 Building Condition Assessment

### *A. Structural Frame and Building Envelope:*

- Identify the basic type of structure (steel frame, wood frame, cast-in-place concrete, precast concrete, concrete block, etc.)
- Observe the building substructure, including the foundation system (noting the presence of basements or crawl spaces)
- Observe the superstructure or structural frame (floor framing system and roof framing system)
- Observation of the building envelope includes facades, exterior sealants, exterior balconies, doors, stairways, etc.
- Generally, observations of the exterior of a facility are to be limited to vantage points that are on-grade or from readily accessible balconies or rooftops

### *B. Roofing:*

- Identify and observe the material roof systems (exposed membrane and flashings) from grade and on the roof surface including, slope, drainage, etc.
- Observe for evidence and/or the need for material repairs, evidence of significant ponding, or evidence of roof leaks
- Provide recommendations relating to levels of intervention, including repairs and replacement
- Inquire as to the age of the material roofing system(s) and whether a roof warranty is reported to be in effect

### *C. Interior Finishes:*

- Observe typical common areas including, but not limited to, lobbies, corridors, assembly areas, offices and restrooms
- Identify and observe typical finishes, that is, flooring, ceilings, walls, etc.

### *D. Heating:*

- Identify the basic type of heat distribution system, and if possible, the approximate age of the equipment
- Municipal staff can assist with historic replacement/upgrade information, and the level of maintenance exercised
- If heating equipment is shutdown or not operational at the time of the walk-

through survey, provide an opinion of the condition to the extent observed

*E. Air Conditioning and Ventilation:*

- Identify the basic type of air-conditioning and ventilation systems
- Identify the apparent or reported age of the equipment, replacement date and apparent level of preventive maintenance exercised
- If air conditioning and ventilation systems are shutdown or not operational at the time of the walk-through survey, provide an opinion of the condition to the extent observable

*F. Plumbing:*

- Identify and observe the material plumbing systems including piping (sanitary, storm and supply water), fixtures, domestic hot water production, and note any special or unusual plumbing systems

*G. Electrical:*

- Identify the electrical service provided and observe the electrical distribution system including distribution panels, transformers, meters, emergency generators, general lighting systems, and other such equipment or systems
- Observe general electrical items, such as distribution panels, type of wiring, emergency power, lightning protection, etc.

#### 4.5.4 Clarifications and Exclusions

Below is a list of general clarifications and exclusions pertaining to all facilities outlined in Appendix A:

- Elevator inspections or assessments
- Preparing engineering calculations (civil, structural, mechanical, electrical, etc.)
- Reporting on the presence of pests such as wood damaging organisms, rodents, or insects
- Reporting on the soil types and conditions, and/or underground utilities
- Walking on pitched roofs, or any roof areas that appear to be unsafe, or roofs without built-in access
- Removal of electrical panels and device covers
- Evaluating acoustic or insulating characteristics
- Evaluating the flammability of materials and related regulations
- Operating or witnessing the operation of lighting, lawn irrigation, or other systems typically controlled by time clocks

#### 4.5.5 Hazardous Substances

Detailed Designated Substance Surveys (DSS) for the facilities listed in Appendix A will be provided to the successful Proponent prior to the scheduled site visits.

#### 4.5.6 Photographs

The successful Proponent shall document representative conditions with digital photographs and document typical condition present including material physical deficiencies, if any. Digital photographs should include but not limited to building entrances, typical elevations and exteriors, roofing, structural systems, plumbing, heating equipment, air conditioning equipment, ventilation equipment, electrical systems, representative interiors, and any special or unusual conditions present.

#### 4.5.7 Draft Review

The Town of Goderich shall conduct draft reviews of each building condition assessment report for each facility listed in Appendix A. The Proponent shall make the required updates to the draft building condition assessment documents and provide additional information, details and/or data as requested. If deemed required in the sole opinion of the municipality, the Proponent shall revisit the facility to assess any building elements or equipment that the consultant failed to report or failed to assess to the satisfaction of the municipality prior to preparing the draft building condition assessment reports.

Generally, the Town of Goderich will only require a single draft review before the consultant delivers the final building condition assessment reports, provided the consultant completed all requested revisions to the satisfaction of the municipality.

For all facilities being assessed (Appendix A), the Town of Goderich reserves the right to request a second draft review prior to the final building condition assessment reports being delivered if in the sole opinion of the municipality that quality of the report is unsatisfactory and lacking in quality in any way.

## 5.0 Instructions to Proponents

### 5.1 Closing Time and Address for Proposal Delivery

The Proposal must be submitted electronically (PDF Format) and submitted to the Town of Goderich at the office of:

Name: **Andrea Fisher**  
Director of Legislative Services/Clerk  
Email: [afisher@goderich.ca](mailto:afisher@goderich.ca)  
Email Cc: [abanting@goderich.ca](mailto:abanting@goderich.ca)  
Subject Line: Town of Goderich 2026 Building Condition Assessments (Phase 2)

Additionally, if a submission is also being mailed or hand delivered, Proposals must be submitted to:

Name: **Andrea Fisher**  
Director of Legislative Services/Clerk  
Address: Town of Goderich  
57 West Street  
Goderich, Ontario  
N7A 2K5

The Closing Period for submitting a Proposal will be:

Date: **April 17, 2026**  
Time: **12:00 PM EST**

- Proposals by fax will not be accepted or considered;
- Partial Proposals will not be accepted or considered;
- The Town reserves the right to accept or reject any or all Proposals;
- The lowest priced Proposal will not necessarily be accepted for contract award;
- The Town reserves the right to enter into negotiations with a Proponent, and any changes to the Proposals that are acceptable to both parties will be binding;
- The Town reserves the right to confirm with the Proponent, a third-party or references (whether provided in the Proposal or not), confirmation of any information provided by the Proponent in their Proposal; and,
- The Proposal shall be valid for sixty (60) days from submission date.

Line items and total contract price must be clearly indicated. The Bid must not be restricted by a statement added to the Proposal form or by a covering letter, or by alterations to the Proposal form, as supplied by the Town of Goderich unless otherwise provided herein.

Harmonized sales tax (HST) will be applicable to the supply of labour and equipment.

The Town will not be held responsible for Proponent or third-party costs, claims, direct or indirect damages caused by the Town exercising its rights reserved in this Section or otherwise expressed or implied in this RFP.

## 5.2 Number of Copies

The Proponent shall submit one electronic file in PDF format. The Proponent may submit an additional hardcopy of the Proposal as well; however, this is not a requirement. If submitting a hard copy of a Proposal, the proposals are to be in a sealed package, marked on the outside with the Proponent's name and Project Title.

## 5.3 Form of Proposal

Proponents are required to conform to the conditions listed below and those failing to do so will be disqualified for a non-compliant Proposal Form:

- a. The Proposal shall be completed and signed with the authorized signature of the Proponent or an authorized agent with signing authority from the firm bidding;
- b. All Proposal information and pricing shall be legibly written in ink or by computer;
- c. The Proponent is required to detail a project timeline that indicates when deliverables will be produced.

## 5.4 Signature

The Form of Proposal must be signed in the space provided on the form, with the signature of the Proponent or authorized agent with signing authority from the firm bidding. Any alterations or cross-outs must be initialed in ink by the Bidder. Failure to do so may result in the rejection of the Bidder's Proposal by the Municipality.

The legal name of the person or organization submitting the Proposal should be included on all forms. The proposal should be signed by a person authorized to sign on behalf of the Proponent and include the following:

- a. If the Proponent is a corporation, then the full name of the corporation should be included, together with the names of authorized signatories. The Proposal should be executed by all of the authorized signatories or by one or more of them provided that a copy of the corporate resolution authorizing those persons to execute the Proposal on behalf of the corporation is submitted;
- b. If the Proponent is a partnership or joint venture then the name of the partnership or joint venture and the name of each partner or joint venture should be included, and each partner or joint venturer should be included, and each partner or joint venturer should sign personally (or, if one or more person(s) have signing authority for the partnership or joint venture, the partnership or joint venture should provide evidence to the satisfaction of the Town that the person(s) signing have signing authority for the partnership or joint venture);
- c. If the Proponent is an individual, including sole proprietorship, the name of the individual should be included.

## 5.5 Inquiries

All inquiries related to this RFP should be directed in writing to the person named below (the "Town Representative"). Information obtained from any person or source other than the Town Representative may not be relied upon.

Name: **Sean Thomas**  
Director of Community Services, Infrastructure and Operations

Address: Town of Goderich  
57 West Street  
Goderich, Ontario  
N7A 2K5

Email: **sthomas@goderich.ca**

Inquiries relating to this Proposal must be received by **April 15, 2026 at 4:00pm EST**. The Town of Goderich reserves the right not to respond to inquiries made after the inquiry closing deadline.

To ensure fairness to all Proponents, all questions that require clarification or that may materially alter this RFP document will be responded to and shared with other Proponents via an addendum.

Should the Proponent require a copy of this document in a format compliant with the Accessibility for Ontarians with Disabilities Act (AODA), please contact the Town Representative noted above.

Proposals will be opened by a Council Representative and Town staff member after the Closing Period. Proposals will be reviewed by Town staff and awarded at the October 6, 2025 meeting of Goderich Town Council.

## 5.6 Registration

Proponents must register with the Town at **smcgregor@goderich.ca**. Proposals from Proponents that have not registered will not be considered.

## 5.7 Addenda

If the Town determines that an amendment or clarification is required to this RFP, the Town of Goderich will issue a written addendum, which will be posted on the municipal website at least forty-eight (48) hours prior to the Closing Period. In the event that an addendum is issued less than forty-eight (48) hours prior to the Closing Period, it may include an extension to the Closing Period. It is the responsibility of the Proponent to check the Town of Goderich's online procurement website (<https://www.goderich.ca/en/doing-business/bidsandtenders.aspx>) prior to submitting their Proposal. The only way this RFP may be added to, or amended in any way, is by a formal written addendum. No other communication whether written or oral, from any person will affect or modify the terms of this RFP or may be relied upon by any Proponent. By delivery of a Proposal, the Proponent is deemed to have received, accepted and understood

the entire RFP, including any and all addenda and **must disclose the number of addenda received within their Proposal.**

## 5.8 Late Proposals

Proposals received after the Closing Period will not be accepted or considered. Delays caused by any delivery, courier or mail service(s) will not be grounds for extension of the Closing Period. The Proponent shall be responsible for ensuring that emailed proposals are successfully delivered to the Town.

## 5.9 Proposal Amendment or Withdrawal

Proposals may be revised by written amendment, delivered to the location set out in Section 5.1, at any time before the Closing Period, but not after. An amendment must be signed by an authorized signatory of the Proponent. Emailed amendments are permitted. A Proponent bears all risk that the Town's equipment functions properly to facilitate timely delivery of any amendment. A bid may be withdrawn at any time up to the Closing Period by letter on original letterhead bearing the same signatures as in the bid submission.

## 5.10 Right to Accept or Reject Submissions

The Town of Goderich does not bind itself to accept any Proposal and may proceed as it, in its sole discretion, determines, following receipt of the Proposals. The Town reserves the right to accept any Proposal in whole or in part or to discuss with any bidder different or additional terms to those envisaged in this RFP or in such Proponent's Proposal.

The Municipality reserves the right to:

- a. accept or reject any or all Proposals;
- b. if only one proposal is received, elect to reject it;
- c. reject as informal any proposal that is received late or is incomplete or otherwise fails to comply with the requirements of the RFP;
- d. elect not to proceed with the projects as it so determines in its sole and absolute discretion; and/or,
- e. to waive irregularities and formalities at its sole and absolute discretion.

## 5.11 RFP Schedule

The RFP process will be governed according to the following schedule. Although every attempt will be made to meet all dates, the Town reserves the right to modify any or all dates at its sole discretion:

Release of RFP:	March 16, 2026
Deadline for Submitting Inquiries:	April 15, 2026, 4:00pm EST
RFP Proposal Submission Deadline:	April 17, 2026, 12:00pm EST

Goderich Town Council Meeting: May 4, 2026

Notification of Contract Award: May 5, 2026

## 6.0 Proposal Evaluation

Proposals will be evaluated on the basis of the information provided by the Proponent; additional clarification may be requested if necessary. The Municipality is not obliged to seek clarification of any aspect of a Proposal.

The Town of Goderich will evaluate each of the Proposals received in accordance with the evaluation criteria as set out below. The Town of Goderich reserves the right in its evaluation of the Proposal to consider all pertinent criteria whether or not such criteria are contained within the RFP.

The evaluation criteria will be as follows:

<b>TOWN OF GODERICH PROPOSAL CRITERIA</b>	<b>POINTS</b>	<b>MAXIMUM TOTAL POINTS</b>
<b>SUBMISSION</b>		<b>5</b>
Responsiveness to the RFP, completeness/comprehensiveness of submission.	2.5	
Demonstrated willingness to comply with terms and conditions of the RFP.	2.5	
<b>EXPERIENCE AND QUALIFICATIONS</b>		<b>30</b>
<b>CORPORATE PROFILE</b>		
General information regarding the Proponent, including:		
<ul style="list-style-type: none"><li>A profile of the Proponent including vision and mission, as well as years in business.</li></ul>	5	
<ul style="list-style-type: none"><li>Documentation confirming the Proponent's capacity to deliver the project on time and on budget including total number of employees.</li></ul>	5	
<ul style="list-style-type: none"><li>An overview of the Proponent's knowledge, skills/qualifications and experience in providing similar services relevant to this RFP's deliverables and project objectives.</li></ul>	5	
<b>PROJECT TEAM EXPERIENCE</b>		
General information regarding the Project Lead and overall Project Team, including:		
<ul style="list-style-type: none"><li>Identify the Project Manager that will be responsible for the overall delivery of the project and their qualifications in delivering projects of similar scope.</li></ul>	5	

<ul style="list-style-type: none"> <li>Identify the key staff of the Proponent, its agents and/or subcontractors that will be leading various elements of the work program and their qualification in delivering projects of a similar scope. Include the team structure in a project organization chart. Resumes can be provided in an Appendix within the Proposal Package.</li> </ul>	5
<ul style="list-style-type: none"> <li>A minimum of three (3) reference projects of similar scope, including the name of the client, approximate contract value, and key staff involved in delivering the projects.</li> </ul>	5

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**PROJECT UNDERSTANDING AND METHODOLOGY** 25

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A description of the Proponent’s understanding of the project objectives and desired outcomes, and how the Proponent’s Proposal and experience will be able to deliver on those objectives. 10

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A description of the Proponent’s methodology and expected timelines and/or workplan to complete each of the deliverables. 10

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Identify expectations of Town staff, including acceptable review time frames for obtaining documentation from the municipality and review of final report. 5

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**PRICING** 40

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Proponents must submit their pricing information by completing the attached **Form of Proposal** and including it with their price information as part of their proposal.

Rates must be provided in Canadian funds, inclusive of all applicable duties and taxes except HST, which should be itemized separately.

Unless otherwise indicated in the requested pricing information, rates quoted by the Proponent must be all-inclusive and must include all labour and material costs, all travel and carriage costs, all insurance costs, all costs of delivery, all costs of installation and set-up, including any pre-delivery inspection charges, and all other overhead, including any fees or other charges required by law.

Pricing is worth forty points of the total score. Pricing will be scored based on a relative pricing formula with the lowest price receiving total pricing points. Other respondents will receive a percentage of the total pricing points calculated as such:

Lowest price divided by respondent’s price x weighting = respondent’s pricing points

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**REFERENCES**

Each Proponent is requested to provide three (3) references from Pass/Fail Pass

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similar contracts held within the last five (5) years.

The reference checks will be completed for the highest scoring Proponent only. Should the highest scoring Proponent receive one or more negative reference(s), the Municipality, at its discretion, may remove the Proponent and proceed to the next highest Proponent.

Each reference should include the following:

- Company name
- Description of work provided
- Approximate value of the work
- Contact name and title
- Phone number
- Email address
- At least two clients that are within Ontario

The Town and/or staff that are currently employed with the Town, and any individual employed within the past three years should not be listed as client references or utilized to provide letters of recommendation, letters of acknowledgement or any similar documentation meant to provide the same information

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**Total Score**

**100**

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## 7.0 General Conditions

### 7.1 No Town Obligation

This RFP is not a tender and does not commit the Town of Goderich in any way to select a Proponent, or to proceed to negotiations for an Agreement, or to award any Contract. The Town reserves the right to, at any time, reject all Proposals, and to terminate this RFP process.

### 7.2 Proponent's Expenses

Proponents are solely responsible for their own expenses in preparing and submitting Proposals, and for any meetings, negotiations or discussions with the Town of Goderich relating to or arising from this RFP. The Town of Goderich and its representatives, agents, consultants, and advisors will not be liable to any Proponent for any claims, whether for costs, expenses, losses or damages, or loss of anticipated profits, or for any other matter whatsoever, incurred by the Proponent in preparing and submitting a Proposal, or participating in negotiations for an Agreement, or other activity related to or arising out of this RFP.

### 7.3 Solicitation

If any director, officer, employee, agent or other representative of a Proponent makes any representation or solicitation to any Mayor, Councillor, officer or employee of the Municipality with respect to the RFP, whether before or after submission of the Proposal, other than the Town of Goderich Project Lead as named within this document, the Town shall be entitled to reject or not accept the RFP submission.

Any person, company, corporation or organization that attempts to influence the outcome of any Town of Goderich purchasing or hiring process shall be disqualified, and the person, company, corporation or organization may be subject to exclusion or suspension from this or other works with the Municipality.

### 7.4 Non-Collusion

A Proponent shall not discuss or communicate, directly or indirectly, with any other Proponent or their agent or representative about the preparation of the Proposals. Each Proponent shall attest that its participation in the RFP process is conducted without any collusion or fraud. If the Municipality discovers there has been a breach of this requirement at any time, the Town may not consider a Proposal or execute an Agreement with the Successful Proponent, if any.

### 7.5 Subcontracting

The Proponent acknowledges that in any potential agreement with the Municipality, no subcontracting or assignment of rights and obligations of the Proponent will be permitted without the written consent of the Town of Goderich, which consent shall not be unreasonably

withheld. At all times throughout the term of a potential agreement, including any renewals, the Town shall communicate and respond directly with the Proponent.

## 7.6 Conflict of Interest

In its Proposal, the Proponent shall disclose to the Municipality any potential conflict of interest that might compromise the performance of the work. If such a conflict of interest does exist, the Town of Goderich may, at its discretion, refuse to consider the Proposal. If, during the Proposal evaluation process or the negotiation of the Agreement, the Proponent is retained by another client giving rise to a potential conflict of interest, then the Proponent will so inform the Municipality. If the Town requests, the Proponent will refuse the new assignment or take such steps as are necessary to remove the conflict of interest.

## 7.7 Indemnification

The Successful Proponent shall defend, indemnify and save harmless the Town of Goderich, its elected officials, officers, employees and agents 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, including but not limited to bodily injury, sickness, disease or death or to damage to or destruction of tangible property including loss of revenue or incurred expense resulting from disruption of service, arising out of or allegedly attributable to the negligence, acts, errors, omissions, misfeasance, nonfeasance, fraud or willful misconduct of the Successful Proponent, its directors, officers, employees, agents, contractors and subcontractors, or any of them, in connection with or in any way related to the delivery or performance of this Contract. This indemnity shall be in addition to and not in lieu of any insurance to be provided by the Successful Proponent in accordance with this Contract and shall survive this Contract.

The Successful Proponent agrees to defend, indemnify and save harmless the Town of Goderich 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 Successful Proponent's status with WSIB. This indemnity shall be in addition to and not in lieu of any proof of WSIB status and compliance to be provided by the Successful Proponent in accordance with this Contract and shall survive this Contract.

## 7.8 Insurance (Successful Proponent Only)

The Successful Proponent shall, at their own expense within 10 days of notification of acceptance and prior to the commencement of work, obtain, maintain and provide evidence of, until the termination of the Agreement or otherwise stated, the following:

### Commercial General Liability

The Successful Proponent shall, at their expense obtain and keep in force during the term of the Agreement, Commercial General Liability Insurance satisfactory to the Town of Goderich and underwritten by an insurer licensed to conduct business in the Province of Ontario. The policy

shall provide coverage for Bodily Injury, Property Damage and Personal Injury and shall include but not be limited to:

- a. A limit of liability of not less than \$5 million/occurrence with an aggregate of not less than \$5 million
- b. Add Town of Goderich as an additional insured with respect to the operations of the Named Insured
- c. The policy shall contain a provision for cross liability and severability of interest in respect of the Named Insured
- d. Non-owned automobile coverage with a limit not less than \$5 million and shall include contractual non-owned coverage (SEF 96)
- e. Products and completed operations coverage
- f. Contractual Liability
- g. Work performed on Behalf of the Named Insured by Sub-Contractors
- h. The policy shall provide 30 days prior notice of cancellation

#### Professional Liability Insurance

The Successful Proponent shall take out and keep in force Professional Liability insurance in the amount of \$5 million providing coverage for acts, errors and omissions arising from their professional services performed under this Agreement. The policy SIR/deductible shall not exceed \$5 million per claim and if the policy has an aggregate limit, the amount of the aggregate shall be double the required per claim limit. The policy shall be underwritten by an insurer licensed to conduct business in the Province of Ontario and acceptable to the Town of Goderich. The policy shall be renewed for 3 years after contract termination. A certificate of insurance evidencing renewal is to be provided every year. If the policy is to be cancelled or non-renewed for any reason, 90-day notice of said cancellation or non-renewal must be provided to the Town of Goderich. The Town of Goderich has the right to request that an Extended Reporting Endorsement be purchased by the Proponent at the Proponent's sole expense.

#### Automobile Insurance

Standard Form Automobile Liability Insurance that complies with all requirements of the current legislation of the Province of Ontario, having an inclusive limit of not less than \$5 million per occurrence for Third Party Liability, in respect of the use or operation of vehicles owned, operated or leased by the Contractor.

#### Primary Coverage

The proponent's insurance shall be primary coverage and not additional to and shall not seek contribution from any other insurance policies available to the municipality.

#### Certificate of Insurance

The Successful Proponent shall provide a Certificate of Insurance evidencing coverage in force at least 10 days prior to contract commencement.

## 7.9 Occupational Health and Safety

The Proponent has read and agrees to comply with the Town of Goderich's Occupational Health and Safety Policy while conducting any meetings, inspections, site visits etc. required to administer this Proposal or a resulting policy.

## 7.10 Workplace Safety and Insurance Board (WSIB) (Successful Proponent Only)

The Successful Proponent shall, at their own expense within 10 days of notification of acceptance and prior to the commencement of work, obtain, maintain and provide evidence of, until the termination of the Agreement or otherwise stated, a Certificate of good standing from the Workplace Safety & Insurance Board.

The onus is on the Successful Proponent to comply with all applicable local and territorial standards and regulations, in effect and applicable by law in Ontario, Canada.

## 7.11 AODA Compliance

The Proponent shall comply with the provisions of the Accessibility for Ontarians with Disabilities Act (AODA), 2005, and the Regulations thereunder regarding the provision of its goods or services contemplated herein to persons with disabilities. Without limitation, if applicable, pursuant to section 6 of Ontario Regulation 429/07, Accessibility Standards for Customer Service, made under the AODA, 2005, the Proponent shall ensure that all of its employees, agents, volunteers, or others for whom it is at law responsible, receive training about the provision of its goods and services to persons with disabilities. The Proponent acknowledges that pursuant to the AODA, 2005, the Town of Goderich must, in deciding to purchase goods or services through its procurement process, consider the accessibility for persons with disabilities to such goods or services.

## 7.12 Freedom of Information

Upon submission, all Proposals become the property of the Town of Goderich and will not be returned to the Proponents. Proponents must be aware that the Town is a public body subject to the provisions of the Municipal Freedom of Information and Protection of Privacy Act. The municipality may, at any time, make public the names and bid prices of all respondents. Proposals will be held in confidence by the Town, subject to the provisions of the Municipal Freedom of Information and Protection of Privacy Act, or unless otherwise required by law.

Any proprietary or confidential information contained in the proposal should be clearly identified.

### 7.13 Assignment of Agreement

By submitting a Proposal and participating in the process as outlined in this RFP, Proponents agree that no Agreement or contract of any kind is formed under, or arises from, this RFP, prior to the signing of a formal written Agreement or Contract.

A written Agreement shall be executed by the Municipality and the Successful Proponent if the terms are mutually agreeable to all Parties. There is no guarantee that Goderich Town Council will enter into any Agreement.

It is mutually agreed and understood that the Proponent shall not assign, transfer, convey, sublet or otherwise dispose of the Contract, if one is awarded, or the right, title or interest therein, or power to execute such Contract, to any other person, firm, company or corporation without the previous written consent of the Municipality. Any Agreement resulting from this RFP shall be governed by and interpreted in accordance with the laws of the Province of Ontario.

### 7.14 Conflict Resolution

This Agreement is based upon mutual obligation of good faith and fair dealing between the parties in its performance and enforcement. Accordingly, both parties, with a commitment to honesty and integrity, agree to the following:

- a. That each will function within the laws and statutes that apply to its duties and responsibilities; that each will assist in the other's performance; that each will avoid hindering the other's performance; that each will work diligently to fulfil its obligations; and that each will cooperate in the common endeavour of the contract;
- b. Both parties to this Agreement shall attempt to resolve all claims, disputes and other matters in question arising out of or relating to this Agreement or breach thereof first through negotiations between the Successful Proponent's representative and Town of Goderich staff and representatives by means of discussions built around mutual understanding and respect;
- c. Failing resolution by negotiations, all claims, disputes and other matters in question shall attempt to be resolved through mediation, under the guidance of a qualified mediator;
- d. Failing resolution by mediation, all claims, disputes and other matters in question shall be referred to arbitration;
- e. No person shall be appointed to act as mediator or arbitrator who is in any way interested, financially or otherwise, in the conduct of the work on the Project or in the business or other affairs of either the Town of Goderich or the Successful Proponent;
- f. The award of the arbitrator shall be final and binding upon the parties;
- g. The provisions of the Arbitration Act, 1991 S.O. 1991, Chapter 17 shall apply.

## 7.15 Finalizing Term

This RFP does not constitute an offer of any nature or kind whatsoever by the Town of Goderich to the Proponent.

This RFP will not constitute a binding Agreement but will only form the basis for the finalization of the terms upon which the Municipality and the Successful Proponent will enter into the contract documentation and does not mean that the Successful Proponent's Proposal is necessarily totally acceptable in the form submitted. After the selection of the Successful Proponent's Proposal, the Town has the right to negotiate with the Successful Proponent and, as part of that process, to negotiate changes, amendments or modifications to the Successful Proponent's Proposal without offering the other Proponents the right to amend their Proposals.

## 7.16 Cancellation

Nothing herein shall be construed as giving the Proponent the right to carry out the terms and requirements of the tasks contemplated under this RFP or the Agreement beyond the time when such services become unsatisfactory to the Town of Goderich. In the event that the Proponent shall be discharged before all the services contemplated hereunder have been completed, or the services are, for any reason, terminated, stopped or discontinued because of the inability of the Proponent to serve under this Agreement, the Proponent shall be paid for the goods and/or services that have been satisfactorily completed at the time of termination.

Should the Town or the Successful Proponent wish to terminate the Agreement, he/she shall provide written notice of the termination no less than ninety (90) days from the date of termination. Failure to maintain the required documentation during the term of the Agreement may result in suspension of the work activities and/or cancellation of the Contract.

## 7.17 Confidentiality

Material provided to the Proponent by the Town of Goderich must be kept confidential (unless already identified as public documents) including records and information relating to this work. All correspondence, documentation, and information provided by the Municipality to the Proponent in connection with this RFP, or the acceptance of any Proposal, remains the property of the Town of Goderich. All documents shall be subject to the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Any documents and information provided to the Proponent by the Town shall not be used for any purpose other than for replying to this RFP, and for fulfillment of any related commitments.

## 7.18 Unenforceable Provisions

Should any provision of this document be deemed unenforceable by a court of law, all other provisions shall remain in effect.

## 7.19 Errors and Omissions

It is understood, acknowledged and agreed that while this Proposal includes specific requirements and specifications, and while the Municipality has used considerable efforts to ensure an accurate representation of information in this proposal, the information is not guaranteed by the Town of Goderich to be comprehensive or exhaustive. Nothing in the proposal is intended to relieve the Proponents from forming their own opinions and conclusions with respect to the matters addressed in the proposal. There will be no consideration of any claim, after submission of Proposals, that there is a misunderstanding with respect to the conditions imposed by the Proposal and/or Agreement.

**Town of Goderich**  
**2026 Building Condition Assessment (Phase 2)**

**Form of Proposal**

I/We, the undersigned, have carefully examined the attached documents and conditions of the Proposal. I/We understand and accept those specifications, conditions, and details as described herein, and, for these rates/prices offer to furnish all equipment, labour, apparatus and documentation as are required to satisfy this Proposal.

We/I hereby offer to enter into an agreement for the services, as required in accordance to the Proposal for a price of (must be CDN funds and without HST):

<b>Bid Form</b>	<b>Amount</b>
<b>2026 Building Condition Assessment Project (Phase 2) as per Scope of Work (excluding HST)</b>	\$ .00

**Acknowledgement of Addenda**

I/We have received and allowed for ADDENDA NUMBER \_\_\_\_\_ in preparing my/our Proposal.

Company Name:	
Contact Name (Print):	
Mailing Address:	
Phone Number:	
Email Address:	
Bidders Authorized Official (Print):	
Title:	
Authorizing Signature:	
Date:	

**Form 1 to be submitted.**

**Town of Goderich**  
**2026 Building Condition Assessment (Phase 2)**

**Non-Collusion Affidavit**

I/ We, the undersigned, am fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such bid.

Such bid is genuine and is not a collusive or sham bid.

Neither the bidder nor any of its officers, partners, owners, agents, representatives, employees or parties of interest, including this affiant, has in any way colluded, conspired, connived or agreed directly or indirectly with any other Bidder, firm or person to submit a collective or sham bid in connection with the work for which the attached bid has been submitted nor has it in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other bidder, firm or person to fix the price or prices in the attached bid or of any other Bidder, or to fix any overhead, profit or cost element of the bid price or the price of any bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the Town of Goderich or any person interested in the proposed bid.

The price or prices proposed in the attached bid are fair and proper and not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

The bid, quotation or proposal of any person, company, corporation or organization that does attempt to influence the outcome of any Town purchasing or disposal process will be disqualified, and the person, company, corporation or organization may be subject to exclusion or suspension.

Bidders Authorized Official (Print):	
Title:	
Authorizing Signature:	
Date:	

**Form 2 to be submitted.**

**Town of Goderich**  
**2026 Building Condition Assessment (Phase 2)**

**Conflict of Interest Declaration**

Please check appropriate response:

- I/We hereby confirm that there is not nor was there any actual perceived conflict of interest in our Proposal submission or performing/providing the Goods/Services required by the Agreement.
  
- The following is a list of situations, each of which may be a conflict of interest, or appears as potentially a conflict of interest in our Company's Proposal submission or the contractual obligations under the Agreement.

List Situations:


In making this Proposal submission, our Company has / has no (*strike out inapplicable portion*) knowledge of or the ability to avail ourselves of confidential information of the Town of Goderich (other than confidential information which may have been disclosed by the Town in the normal course of the RFP process) and the confidential information was relevant to the Work/Services and the associated pricing or quotation evaluation process.

Bidders Authorized Official (Print):	
Title:	
Authorizing Signature:	
Date:	

**Form 3 to be submitted.**

**Town of Goderich**  
**2026 Building Condition Assessment (Phase 2)**

**Accessibility for Ontarians with Disabilities Act, 2005**  
**Compliance Agreement**

I/We, by our signature below, certify that we are in full compliance with Section 6 of Ontario Regulation 429/07, Accessibility Standards for Customer Service made under the *Accessibility for Ontarians with Disabilities Act, 2005*. If requested, we are able to provide written proof that all employees have been trained as required under the act.

This regulation establishes accessibility standards for customer service as it applies to every designated public sector organization and to every person or organization that provides goods or services to members of the public or other third parties and that have at least one employee in Ontario.

Bidders Authorized Official (Print):	
Title:	
Authorizing Signature:	
Date:	

I, \_\_\_\_\_, declare that I, or my company, are in full compliance with Section 6 of Ontario Regulation 429/07, Accessibility Standards for Customer Service under the Accessibility for Ontarians with Disabilities Act, 2005.

**OR**

I, \_\_\_\_\_, declare that I, or my company, are **NOT in full compliance** with Section 6 of Ontario Regulation 429/07, Accessibility Standards for Customer Service under the Accessibility for Ontarians with Disabilities Act, 2005, yet fully agree to meet the required compliance training standards on or before the delivery of the required goods and/or services.

**Form 4 to be submitted.**

**Town of Goderich**  
**2026 Building Condition Assessment (Phase 2)**

**References - Contact Information**

**REFERENCES**

Company Name:	
Main Contact Name:	
Main Contact Title:	
Brief Description of Work Provided:	
Approximate Value of Work:	
Phone:	
Email:	

Company Name:	
Main Contact Name:	
Main Contact Title:	
Brief Description of Work Provided:	
Approximate Value of Work:	
Phone:	
Email:	

Company Name:	
Main Contact Name:	
Main Contact Title:	
Brief Description of Work Provided:	
Approximate Value of Work:	
Phone:	
Email:	

**Form 5 to be submitted.**

## 8.0 Reference Documents

### Appendix A: List of Facilities

Site	Property	Asset ID	Facility Usage	Facility Components	Address	Property Manager + Supervisor	Approx. Year Built	Approx. Total Floor Area (sq. ft)
1	Airport Terminal	1	Airport terminal building (offices, pilot lounge, kitchenette, storage in basement); decommissioned museum and movie theatre	<b>Structure:</b> single storey brick structure with finished basement <b>Roof:</b> steel, wood joists <b>Mechanical:</b> central forced air, gas furnace/AC <b>Plumbing:</b> two toilets, three sinks <b>Electrical:</b> two 200-amp panels, two 600-volt step transformers, two 600-volt panels, ARCAL Panel, Arcal control panel	33874 Airport Road N7A 3Y2	Kyle Williams; Jacob Van Beet	Originally constructed in 1983	1,604 sq ft.
2	Airport Equipment Garage	2	Equipment storage and maintenance garage for all vehicles, machinery and equipment needed at the airport	<b>Structure:</b> single storey wood frame and steel-clad structure <b>Roof:</b> steel, wood joists <b>Mechanical:</b> wood/oil combination furnace <b>Plumbing:</b> one toilet, one sink <b>Electrical:</b> 200-amp panel	33874 Airport Road N7A 3Y2	Kyle Williams; Jacob Van Beet	Originally constructed in approx. 1984	48,438 sq ft.
3	Airport Pumphouse	3	Storage facility and water pump	<b>Structure:</b> single storey structure with wood frame on cement pad <b>Roof:</b> shingles, wood joists <b>Mechanical:</b> two electric wall heaters <b>Plumbing:</b> well pump, three pressure tanks <b>Electrical:</b> 200-amp panel	33874 Airport Road N7A 3Y2	Kyle Williams; Jacob Van Beet	Originally constructed in approx. 1942	398 sq ft.
4	Airport Hangar #1	8599	Airport hangar for the storage and maintenance of aircraft	<b>Structure:</b> single storey pole barn structure with wood frame and steel siding <b>Roof:</b> steel, wood joists <b>Plumbing:</b> 200-amp panel	33874 Airport Road N7A 3Y2	Kyle Williams; Jacob Van Beet	Originally constructed in approx. 1990	5,908 sq ft.
5	Airport Hangar #2	5	Airport hangar for the storage and maintenance of aircraft	<b>Structure:</b> single storey pole barn structure with wood frame and steel siding <b>Roof:</b> steel, wood joists <b>Electrical:</b> 200-amp panel	33874 Airport Road N7A 3Y2	Kyle Williams; Jacob Van Beet	Originally constructed in 1998	5,339 sq ft.
6	Airport Hangar #3	4	Airport hangar for the storage and maintenance of aircraft	<b>Structure:</b> single storey pole barn structure with wood frame and steel siding <b>Roof:</b> steel, wood joists <b>Electrical:</b> 200-amp panel	33874 Airport Road N7A 3Y2	Kyle Williams; Jacob Van Beet	Originally constructed in 2000	5,339 sq ft.

7	Airport Clubhouse	6	Airport clubhouse (large meeting space with kitchenette for various airport groups)	<b>Structure:</b> single storey, wood frame structure <b>Roof:</b> shingles, wooden joists <b>Mechanical:</b> baseboard electric <b>Plumbing:</b> one toilet, one sink <b>Electrical:</b> 200-amp panel	33874 Airport Road N7A 3Y2	Kyle Williams; Jacob Van Beet	Originally constructed in approx. 1974	861 sq ft.
8	Cemetery Storage Building	37	Storage building utilized by the Parks Department	<b>Structure:</b> single storey wooden structure <b>Roof:</b> asphalt shingles	35454 Huron Road N7A 3X8	Kyle Williams; Nathan Feagan	Originally constructed in 1951	237 sq ft.
9	Cemetery Office and Equipment Depot	38	Office space with washroom and storage	<b>Structure:</b> single storey wood frame and steel-clad structure, shop area, office and washroom, three garage doors <b>Roof:</b> flat modified bitumen <b>Mechanical:</b> two electric wall fan heaters, one wood stove <b>Plumbing:</b> one toilet, one sink <b>Electrical:</b> 60-amp panel	35454 Huron Road N7A 3X8	Kyle Williams; Nathan Feagan	Originally constructed in 1951	1,378 sq ft.
10	Cemetery Mausoleum and Chapel	39	Chapel and storage for burials	<b>Structure:</b> single storey concrete with full basement <b>Roof:</b> flat modified bitumen <b>Mechanical:</b> eight hanging infrared heaters <b>Electrical:</b> sub-panel in basement, fed from Cemetery residence	35454 Huron Road N7A 3X8	Kyle Williams; Nathan Feagan	Originally constructed in 1951	689 sq ft.
11	ONE Care Building (previously Lawn Bowling Club)	56	Leased by ONE Care (social, recreational and therapeutic services); building owned by the Town of Goderich. Previously lawn bowling club facility	<b>Structure:</b> single storey, brick building <b>Roof:</b> steel (replaced in 2024) <b>Mechanical:</b> two forced air units, one central air unit <b>Plumbing:</b> four toilets, three sinks, one bathtub <b>Electrical:</b> 200-amp, one subpanel	110 Picton Street N7A 1J6	John Dobie	Originally constructed in 1984	2,303 sq ft.
12	Public Works Garage	1509	Office space, garage, maintenance and equipment storage for the Public Works Department (vehicles, machinery and equipment)	<b>Structure:</b> single storey, cement block garage with an internal mezzanine, five bay doors, office space, washroom and lunchroom <b>Roof:</b> tar and chip <b>Mechanical:</b> three tube heaters, one forced air furnace, one electrical wall heater <b>Plumbing:</b> two toilets, three sinks <b>Electrical:</b> two 100-amp panels, one 60-amp panel	361 Cambridge Street N7A 2Y9	Kyle Williams; Chad Slotegraaf	Originally constructed in 1959	6,997 sq ft.

13	Parks Dept Garage	8600	Office space, garage, and equipment storage for the Parks Department (vehicles, machinery and equipment, picnic tables)	<b>Structure:</b> single storey, wood frame steel clad garage with an internal mezzanine, four bay doors, one office area with washrooms <b>Roof:</b> standing seam metal roofing <b>Mechanical:</b> one electric baseboard heater, two natural gas tube heaters <b>Plumbing:</b> two toilets and three sinks <b>Electrical:</b> 200-amp panel	371 Parsons Court N7A 4K3	Kyle Williams; Nathan Feagan	Originally constructed in 1997	3,961 sq ft.
14	Lighthouse Structure	5332	Decorative structure in park; decommissioned lighthouse	<b>Structure:</b> two-storey concrete block structure with interior wood joist supports and an exterior wood-framed storage addition <b>Roof:</b> metal roofing on concrete structure, standing seam metal roof above storage area <b>Electrical:</b> 60-amp panel, large light at peak of structure	280 Cobourg Street N7A 2J2	Kyle Williams; Nathan Feagan	Originally constructed in 1854; designated heritage building	275 sq ft.
15	Harbour Parks Gate House Storage	5334	Multipurpose building for Parks Dept and events	<b>Structure:</b> single storey wood frame structure with wood siding <b>Roof:</b> asphalt shingles <b>Plumbing:</b> one toilet, two sinks <b>Electrical:</b> 200-amp panel	166 West Street N7A 2K9	Kyle Williams; Nathan Feagan	Originally constructed in approx. 1935	710 sq ft.
16	Harbour Park Bandshell	5335	Performance stage with washrooms and storage area	<b>Structure:</b> concrete block/brick structure <b>Roof:</b> standing seam metal roof <b>Plumbing:</b> two toilets, two sinks <b>Electrical:</b> 400-amp panel	166 West Street N7A 2K9	Kyle Williams; Nathan Feagan	Originally constructed in 1974; renovations in 2011	1,886 sq ft.
17	Harbour Park Picnic Shelter	5338	Pavilion (picnic area)	<b>Structure:</b> single storey structural steel with wood deck on cement pad <b>Roof:</b> standing seam metal roof <b>Electrical:</b> outlets and lights fed from the panel in the Harbour Park Bandshell	166 West Street N7A 2K9	Kyle Williams; Nathan Feagan	Originally constructed in 1982	1550 sq ft.
18	Harbour Park Washrooms	5351	Washrooms facilities and storage	<b>Structure:</b> single storey cement block structure <b>Roof:</b> standing seam metal roof <b>Plumbing:</b> five toilets, five sinks, 2 urinals, outdoor drinking fountain <b>Electrical:</b> 100-amp sub panel fed from the Harbour Park Bandshell	166 West Street N7A 2K9	Kyle Williams; Nathan Feagan	Originally constructed in approx. 2009	817 sq ft.

19	Main Beach Concession Booth and Beach Hut (Pavilion #1)	5342	Washroom facilities and kitchenette with mechanical room and storage facilities	<p><b>Structure:</b> one-storey block building</p> <p><b>Roof:</b> asphalt shingles, wooden shingles at the peak (budgeted to be replaced in 2026 with metal roof)</p> <p><b>Plumbing:</b>  <u>Beach Hut:</u> eight toilets, seven sinks, three urinals, outdoor drinking fountain, outdoor foot wash  <u>Concession Booth:</u> one toilet, five sinks, fire suppression system (out of scope)</p> <p><b>Electrical:</b>  <u>Beach Hut:</u> 100-amp panel  <u>Concession Booth:</u> 100-amp panel</p>	270 Harbour Street N7A 4J8	Kyle Williams; Nathan Feagan	Originally constructed in 2005	2,809 sq ft.
20	St Christopher Picnic Shelter and Washrooms (Pavilion #2)	5343	Pavilion and washroom facilities (picnic area, mechanical and storage room)	<p><b>Structure:</b> single storey concrete block structure</p> <p><b>Roof:</b> asphalt shingles</p> <p><b>Plumbing:</b> seven toilets, five sinks, two urinals, outdoor drinking fountain</p> <p><b>Electrical:</b> 200-amp panel</p>	40 Cove Road N7A 2J2	Kyle Williams; Nathan Feagan	Originally constructed in approx. 1968	1,733 sq ft.
21	St Christopher Picnic Shelter and Washrooms (Pavilion #3)	5340	Pavilion and washroom facilities (picnic area, mechanical and storage room)	<p><b>Structure:</b> single storey decorative concrete block structure</p> <p><b>Roof:</b> asphalt shingles</p> <p><b>Plumbing:</b> three toilets, three sinks, one urinal, outdoor drinking fountain</p> <p><b>Electrical:</b> 100-amp panel</p>	80 Cove Road N7A 3Z8	Kyle Williams; Nathan Feagan	Originally constructed in 1983	1,830 sq ft.
22	Rotary Cove Beach Picnic Shelter and Washrooms (Pavilion #4)	5341	Pavilion and washroom facilities (canteen, washrooms, picnic area, mechanical room)	<p><b>Structure:</b> single storey decorative block structure</p> <p><b>Roof:</b> metal shingles</p> <p><b>Plumbing:</b> outdoor shower, outdoor drinking fountain  <u>Washrooms:</u> nine toilets, seven sinks  <u>Concession Booth:</u> two sinks</p> <p><b>Electrical:</b> 200-amp panel</p>	351 Cove Road N7A 3X6	Kyle Williams; Nathan Feagan	Originally constructed in 1991	4,209 sq ft.
23	Victoria Park Service Building and Washrooms	5349	Washroom facilities and mechanical room	<p><b>Structure:</b> single storey brick structure</p> <p><b>Roof:</b> wooden roof shakes (budgeted to be replaced in 2026 with metal roof)</p> <p><b>Plumbing:</b> two toilets, two sinks, outdoor drinking fountain, splash pad</p> <p><b>Electrical:</b> 100-amp panel</p>	80 Victoria Street North N7A 2R9	Kyle Williams; Nathan Feagan	Originally constructed in 2008	596 sq ft.

24	Victoria Park Picnic Shelter	5350	Pavilion (picnic area)	<p><b>Structure:</b> single storey structural steel with wood deck on cement pad</p> <p><b>Roof:</b> wooden roof shakes (budgeted to be replaced in 2026 with metal roof)</p> <p><b>Electrical:</b> fed from the Victoria Park Service Building and Washroom 100-amp panel</p>	80 Victoria Street North N7A 2R9	Kyle Williams; Nathan Feagan	Originally constructed in 2008	594 sq ft.
25	Maitland Recreation Centre	5596	<p>Recreation Centre containing a single ice pad arena, public pool (128,377 gallons), hot tub, sauna, gymnasium, fitness centre, canteen and community space</p> <p><u>Lower level:</u> arena</p> <p><u>Main level:</u> pool, hot tub, sauna, gymnasium, lobby, canteen, community space, lobby, offices, shipping/receiving</p> <p><u>Upper Level:</u> weight room, fitness centre, walking track</p>	<p><b>Structure:</b> two-storey structure, primarily concrete block with a face brick façade.</p> <p><b>Roof:</b> steel deck built up system over open web steel joists</p> <p><b>Mechanical:</b> <u>Rooftop:</u> pool air heater/dehumidifier, cooling tower (for ice in summer), two heat recovery units (HRU), one make-up air unit (MAU), one canteen hood vent</p> <p><u>Arena:</u> six heat pumps, two dehumidifiers, eight Kube compressors (575 volts), one cooling tower (575 volts, 1765 rpm). Ventilation is provided via two large exhaust fans interlocked with dampers. Refrigeration is provided by a modular system connected to the ground loop. A supplemental boiler and cooling tower provide heat and heat rejection when necessary.</p> <p><u>Pool:</u> heated via ground loop (dedicated boiler for back up). One rooftop dehumidifier, gas pool boiler (850,000 btu), two domestic hot water boilers (1,250,000 btu and 199,900 btu), Armstrong main pump (575 volts, 1770 rpm 20 hp motor), two sand filters (3550 lbs of sand/filter), filter rate 15 gpm/ft squared</p> <p><u>Hot Tub:</u> gas boiler (399,000 btu), Armstrong main pump (575 volts, 5 hp motor, 1760 rpm), one sand filter (650 lbs of sand)</p> <p><u>Sauna:</u> electric heater (208-volt, 180,000 watts)</p> <p><u>Canteen:</u> two deep fryers, one oven</p> <p><u>Main Level:</u> nine heat pumps, four Stenner chemical pumps (25 PSI, 120 volt, 1.7-amp)</p>	190 Suncoast Drive N7A 4N4	Kyle Williams; Robert Ross	Originally constructed in 2003	76,392 sq ft.

				<p><u>Upper level:</u> five heat pumps, two fresh intake exhaust fans (track), two louvers (track)</p> <p><b>Heat Pumps:</b> total of 22 water-source heat pumps connected to ground loop for heat rejection</p> <p><b>Geothermal system:</b> two geothermal pumps; 40 HP motors, 575-volt, 1775 rpm</p> <p><b>Ventilation:</b> Air for the change rooms in both the arena and pool provided via roof mounted air handling units equipped with DX cooling, gas heat and exhaust heat recovery. A small make-up air unit serves the canteen area and is interlocked with a kitchen exhaust hood</p> <p><b>Elevator:</b> (outside of scope)</p> <p><b>Plumbing:</b> <u>Arena Level:</u> 15 toilets, 9 urinals, 12 sinks, 14 showers <u>Main Level:</u> twelve toilets, ten sinks, four urinals, twelve showers, two water fountains <u>Canteen:</u> three sinks, dishwasher/sanitizer, fire suppression system (out of scope) <u>Fitness Centre:</u> three toilets, four sinks, one water fountain</p> <p><b>Electrical:</b> <u>Main electrical room:</u> BB switchboard 120/208-volt panel, 1600 amps; AA switchboard 347/600-volt panel 1600 amps <u>Main level electrical panels:</u> four 120/208 volt, two 347/600-volt, one relay panel <u>Upper level electrical panels:</u> one 347/600 volt, four 120/208 volt</p>				
26	Memorial Arena and Community Centre	5595	Community centre with kitchenette; decommissioned arena	<p><b>Structure:</b> two-storey cement block with brick</p> <p><b>Roof:</b> asphalt and tar</p> <p><b>Mechanical:</b> One dehumidifier, three furnaces, two exhaust fans, one louver, compressor and piping for rink (decommissioned), three refrigerators, one freezer, two ovens, two deep fryers, one cook top</p> <p><b>Elevator:</b> (outside of scope)</p> <p><b>Plumbing:</b> twenty-two toilets, twenty sinks, ten urinals, eleven showers, one</p>	180 McDonald Street N7A 3N5	Kyle Williams; Robert Ross	Originally constructed in 1949	29,956 sq ft.

				water fountain <b>Electrical:</b> four 120/240-volt panels, three 347/600-volt panels				
27	Bannister Park Pavilion and Washrooms	7735	Pavilion and washroom facilities (canteen, storage space, washrooms, picnic area)	<b>Structure:</b> single storey brick structure <b>Roof:</b> black steel <b>Mechanical:</b> one fridge, one freezer <b>Plumbing:</b> five toilets, four sinks, three urinals <b>Electrical:</b> one 347/600-volt panel (main panel), one 120/240-volt panel	152 Eldon Street N7A 3R7	Kyle Williams; Robert Ross	Originally constructed in 2018	2,700 sq ft.
28	ERTH Hydro and Veolia Canada Building	5782	Office building and multi-bay garage rented owned by the Town of Goderich and leased by ERTH Power and Veolia Canada for office space and storage of machinery and equipment	<b>Structure:</b> two-storey brick building <b>Roof:</b> tar/gravel <b>Mechanical:</b> five HVAC units, four garage space heaters <b>Plumbing:</b> five toilets, six sinks, one shower <b>Electrical:</b> three faze 300/347-volt, six subpanels	240 Huckins Street N7A 3X8	John Dobie	Originally constructed in 1995	10,732 sq ft.

## Appendix B: Facility Condition Index (FCI)

Condition Value	Condition Range	Condition Colour	Condition Description	Replacement Recommendation
Very Good	80-100		Building and/or building component is performing well, functioning as designed with no noticeable defects.	Replacement not yet needed
Good	60-79		Building and/or building component is performing adequately with regular preventative maintenance occurring.	No work is foreseen over the next 10 years
Fair	40-59		Building and/or building component is operational and has experienced normal deterioration as expected given the age of the facility/facility component and expected useful life. Minor distresses are observed.	Replacement is recommended over the next 5-10 years
Poor	20-39		Building and/or building component are not functioning as intended, are inefficient requiring additional reactive maintenance. Building/building component has reached its expected useful life. Replacement of the building/building component will likely yield long term cost savings, reduce energy consumption and possibly improve program/service delivery.	Replacement is recommended over the next 1-5 years
Very Poor	0-19		Building and/or building component has exceeded service life and has failed, significant deterioration has occurred because of the failure. Material risk to the infrastructure is present due to the failure. Deficiency must be dealt with immediately. Cost of rehabilitation has exceeded critical threshold. Replacement of the building/building component will likely yield long term cost savings, reduce energy consumption and possibly improve program/service delivery.	Replacement is recommended in the current year