Clear Lake Community Service Cooperative Inc.; Est. 2024
(formerly known as the Wasagaming Foundation Inc.)
Camp Wannakumbac / Riding Mountain Conference Centre

REQUEST FOR PROPOSALS

Building Condition Assessments of Facilities
March 2024

REQUEST FOR PROPOSALS

BUILDING CONDITION ASSESSMENTS FOR VARIOUS FACILITIES

CONTENTS

1. BACKGROUND

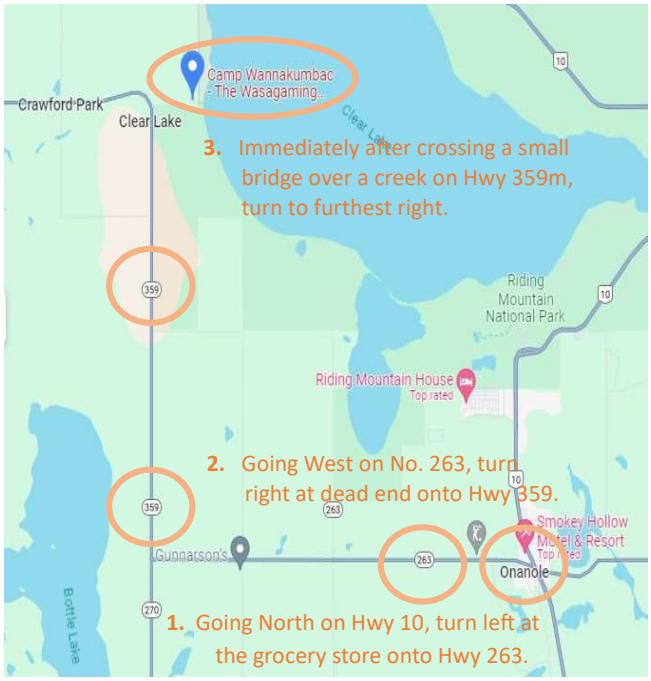
The Board of Directors of the Clear Lake Community Service Cooperative Inc. Est. 2024 (formerly known as the Wasagaming Foundation Inc.) is responsible for the operation and maintenance of Camp Wannakumbac / Riding Mountain Conference Centre located near Onanole, MB.

The Board is interested in acquiring Consulting Services to undertake a comprehensive building condition assessments and report.

The purpose of the assessment is to provide a maintenance / replacement guide to help dictate the organization's 10 year capital plan. The Board would like to address these issues and prepare a plan for immediate, intermediate, and long-term planning.

The Board requires 11 building condition assessments to be completed, with the priority for those assessments being:

Facility	Year Built
Pavilion (Main Hall and Offices/Storage)	1952 - 1955
Dining Hall (Eating Hall, Kitchen, Washrooms / Showers, Storage)	1963 - 1965
Shower House	1996 *
Aspen Cabin	1990 - 1991 *
Elm Cabin	1962
Evergreen Cabin	2006 - 2007
Main Home (and Addition)	1972 (2010 *)
Bunk House – Oak / Maple	1998 *
Bunk House – Willow / Birch	1972
Bunk House – Spruce / Tamarack	1963
Bunk House – Pine / Cedar	1972



* Exact year of construction unknown

Other large buildings on-site that are excluded from this assessment include: Arts & Crafts building, Cody (former Bunk House now repurposed for staff meetings) and a Maintenance Garage. These are simply mentioned as information because each has limited electrical services.

Please note, the awarding of all or none of these assessments will be dependent on available funding.

2. SCOPE OF WORK

2.1 General

The Scope of Work is not intended to be all-inclusive, and sets out the Board's minimum expectations. The Consultant is expected to perform all duties ancillary to assessing the integrity of the buildings and providing recommendations, if required, of any remedial work that may be necessary to maintain the buildings. The Board and / or assigned representative will endeavor to answer all queries adequately and quickly, supply any information that is of use to the Consultant and make decisions in a timely manner.

The Consultant will assess the buildings and their systems through visual and non-destructive site assessment and review of maintenance information in order to determine existing conditions and what costs of repair, replacements and/or upgrades could be required, including the life span of existing systems, and recommend a timeline of anticipated replacement.

The assessments, at minimum, will include:

1) HVAC and mechanical systems;
2) Electrical;
3) Plumbing;
4) Roof condition, drainage from roof surface, downspouts and drainage from building;
5) Structural;
6) Exterior and interior of building; and,
7) Any other items noted during the assessment.

Optional Services:

1) Energy Assessment including the following:
    a. Identify energy, cost and GHG reduction for each action within each building.
    b. The energy assessments shall show an increased capacity for a facility or organization to identify and adopt energy efficiency solutions.
    c. The Energy Assessment will comply with the analysis guidelines of ASHRAE Level 2 audits.
    d. The energy assessment shall have a holistic approach to reviewing energy use.
    e. Identify renewable energy measures for each building.

The Consultant will be required to perform the onsite inspections during regular hours as follows:

- Monday to Friday 8:30 a.m. – 4:00 p.m.
- Any work required outside of these hours must be coordinated with the onsite Manager.
- The Consultant and onsite Manager (Barb Kingdon) will coordinate dates for inspections around facility booking and operations.

The Consultant will be responsible for all repairs required due to any invasive work completed. The Board will complete any required painting upon completion of the repairs.

2.2 Recommendations

Should the assessment of the building's integrity determine that the building requires remedial work, the Consultant shall develop recommendations for immediate work, intermediate work (2-5 years) and long-term work (5-20 years). For each proposed item, the Consultant shall include a cost estimate (Class C) for the remedial work for budgetary purposes. The Consultant shall also provide a cost estimate (Class C) for replacing the facility with new construction, based on the current occupancy requirements and size. The report does not have to be prepared by a Quantity Surveyor.

2.3 Deliverables

A draft report for each facility shall be issued to the Board for review and comment prior to submitting the final report.

The Consultant is expected to submit a final report consisting of two (2) hard copies and one (1) electronic copy on USB for each facility detailing the findings of the complete building assessments, their recommendations for any required remedial work and estimates of the cost required for each proposed remedial solution.

3. BUILDING INFORMATION

3.1 Pavilion

The Pavilion has a large single story arched main hall that was built between 1952 - 1955. An attached two-story structure that acts as the welcoming centre for the property was also completed in 1955. The main hall includes a large stone fireplace (no longer in use) on one end and a stage on the other and is used for larger gatherings. The attached two-story structure contains office space and storage for camp operations. The building is rarely heated during the winter.

The dimensions of the Pavilion's main hall are 40 x 60 ½ ft. The dimensions of the attach two-story structure are: 20 ½ x 40 ft.

There are no recent significant improvements to the Pavilion to list. There is some concern about the integrity of the connection between the two buildings and the fireplace and if any work should be done related to this. The floor is increasingly sloping to one side. There are concerns about drainage. So far, two foundation beams are observed to have failed. Floor joists and flooring in one of the storage spaces on the main floor of the two-story structure is in process of repair, with the hopes to complete this by mid-May, 2024. The fireplace may be removed and the propane heater replaced.

3.1.1 Heating System

There is a fireplace (decommissioned) and large propane heater in the main hall/stage area. There are baseboard heaters on the main level of the attached two-story structure.

3.1.2 Electrical Systems

Lighting inside the Pavilion is a combination of old inefficient T12 fixtures and incandescent lights. Exit lighting has recently been replaced.

3.1.3 Plumbing (including **Water Heating Systems)**

There is no plumbing in the Pavilion. The well that services the exterior tap is from the Dining Hall.

3.1.4 Roof

The front of the Pavilion is a flat roof constructed of asphalt and tin. The arched addition is tin.

3.1.5 Structural

The Pavilion has a mix of construction materials, insulated, on a concrete perimeter foundation. There also appears to be at least two other concrete foundations that run down the middle of the facility.

3.2 Dining Hall

The Dining Hall was built between 1963 – 1965 and contains a commercial kitchen, main dining hall, men's and women's washrooms (and showers) on the main floor and a heating room, staff accommodations and storage areas in the basement. There is a concrete loading ramp from ground level to the basement.

The footprint of the Dining Hall is irregular (2 offset rectangles) with an approximate outside perimeter of 40 x 80 ft.

Recent renovations to the Dining Hall have included: doors, windows, floors in the main hall; male and female public washrooms, and deck surrounding the facility. Engineer drawings are available. There are concerns about failing major appliances in the kitchen. The industrial dishwasher may be replaced this season.

3.2.1 Heating System

Forced air electric with air-conditioning.

3.2.2 Electrical Systems

Lighting inside the Dining Hall is a combination of old inefficient T12 fixtures and incandescent lights. Exit lighting has recently been replaced. The main electrical panel for the entire camp is in the basement and was upgraded in 2017.

3.2.3 Plumbing (including **Water Heating Systems)**

Water is heated with 1 gas hot water tank that is 75 IMP / 90 US gallons.

There is a 36 in. pit-well located outside the Dining Hall kitchen. This well services the Dining Hall, Evergreen Cabin, and a tap located at the exterior of the Pavilion. (As information, there is a well behind Elm that services Aspen, Elm, and the Shower House. The Main Home also has a distinct well).

The septic pump in the basement of the Dining Hall sends grey and black water to a septic tank and field which is located approximately 300 ft. from the building. (As information, the septic systems for Evergreen and the Main Home are separate).

3.2.4 Roof

The Dining Hall has a tin roof. It is not original. The date of replacement is unknown.

3.2.5 Structural

The Dining Hall has a mix of construction materials, is insulated, on a concrete basement foundation. Laminated cedar beams suspend the vaulted roof in the main hall.

3.3 Shower House

The Shower House was built in 1996 and contains 4 shower stalls, an accessible toilet, and one sink on each side dedicated to male and female clients. There is also a small storage area.

The dimensions of the Shower House are 20 x 24 ft.

There are no recent significant improvements to the Shower House to list. There are concerns around venting a mould accumulation on the vaulted ceiling and drainage. There are also concerns about water spilling from outside the showers and accumulation on the floor.

3.3.1 Heating System

Electric baseboard and wall heaters.

3.3.2 Electrical Systems

Lighting inside the Shower House is a combination of old inefficient T12 fixtures and incandescent lights. Exit lighting has recently been replaced.

3.3.3 Plumbing (including Water Heating Systems)

The well that services the Shower House is located behind Elm. Waste-water is sent to the septic tank located near the dining hall.

Water is heated with 1 gas hot water tank that is 75 IMP / 90 US gallons.

3.3.4 Roof

The Shower House has a tin roof which is original to the building.

3.3.5 Structural

The Shower House is 2 x 4 in. construction, insulated, on a concrete perimeter foundation.

3.4 Aspen Cabin (also known as the Director's Cabin)

Aspen Cabin was built in 1990 – 1991 and contains living quarters (two bedrooms, living room, kitchen and bathroom), two additional bunkrooms, and both male and female washrooms/shower facilities (2 stalls each). It is occupied by summer staff (July/August) and families/groups over the Fall – Spring

The dimensions of Aspen Cabin are 50 x 50 ft.

There are no recent significant improvements to Aspen Cabin to list.

3.4.1 Heating System

Electric baseboard heaters in main room and bedroom areas; Wall heaters in bathrooms.

3.4.2 Electrical Systems

Lighting inside Aspen Cabin is a combination of old inefficient T12 fixtures and incandescent lights. Exit lighting has recently been replaced.

3.4.3 Plumbing (including **Water Heating Systems)**

The well that services the Aspen Cabin is located behind Elm Cabin. Waste-water is sent to the septic tank located near the dining hall.

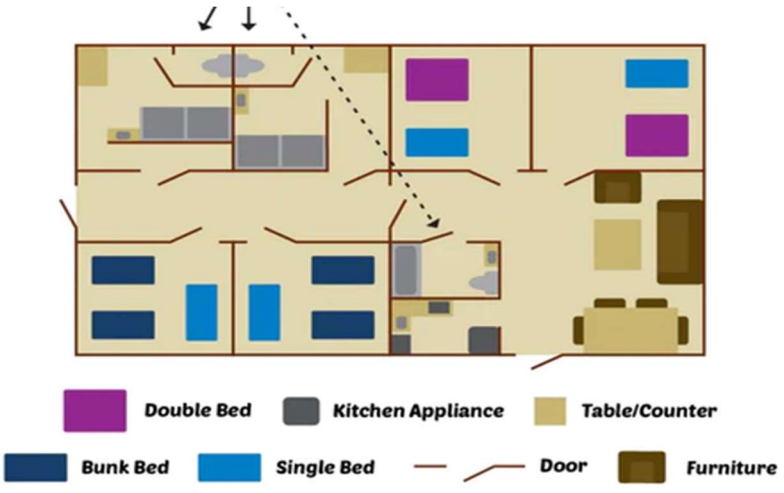
Water is heated with 1 electric water tank. There are three bathrooms (1 of which has a standard shower/tub and 2 of which have 2 shower stalls each). There is kitchen in this cabin. There is a separate well for the water supply to Aspen Cabin.

3.4.4 Roof

Aspen Cabin has a tin roof which is original to the building.

3.4.5 Structural

Aspen Cabin is 2 x 4 construction, insulated, on a concrete perimeter foundation.



3.5 Elm Cabin (also known as Staff Cabin)

Elm Cabin was built in 1992 and contains a living room, kitchen, 2 washrooms with tub/shower, and 5 bedrooms. It is occupied by summer staff (July/August) and families/groups over the Fall – Spring.

The dimensions of Elm Cabin are 24 x 48 ft.

Flooring has been replaced in common living areas and the main hallway of Elm Cabin. Original flooring remains in other areas.

3.5.1 Heating System

Electric baseboard.

3.5.2 Electrical Systems

Lighting inside Elm Cabin is a combination of old inefficient T12 fixtures and incandescent lights. Exit lighting has recently been replaced.

3.5.3 Plumbing (including **Water Heating Systems)**

The well that services Elm Cabin is located behind the building. Waste-water is sent to the septic tank located near the dining hall.

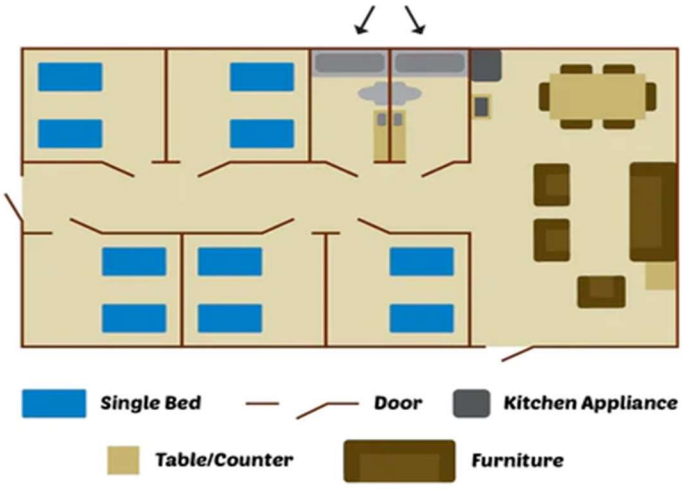
Water is heated with 1 electric water tank. There are two washrooms with tub/shower, and a kitchen.

3.5.4 Roof

Elm Cabin has a tin roof which is original to the building.

3.5.5 Structural

Elm Cabin is 2 x 4 in. construction, insulated, on a concrete perimeter foundation.



3.6 Evergreen (also known as the Nurse's Cabin)

Evergreen Cabin was built in 2006 - 2007 and contains a living room, kitchen, 1 washroom with shower, and 2 bedrooms. It is occupied by summer staff (July/August) and families/groups over the Fall – Spring.

The dimensions of Elm Cabin are 24 x 26 ft.

There are no recent significant improvements to Evergreen Cabin to list.

3.6.1 Heating System

Electric forced air.

3.6.2 Electrical Systems

Lighting inside Evergreen Cabin is a combination of old inefficient T12 fixtures and incandescent lights. Exit lighting has recently been replaced.

3.6.3 Plumbing (including **Water Heating Systems)**

The well that services Evergreen Cabin is located at the Dining Hall. There is a separate holding-tank for wastewater from Evergreen Cabin.

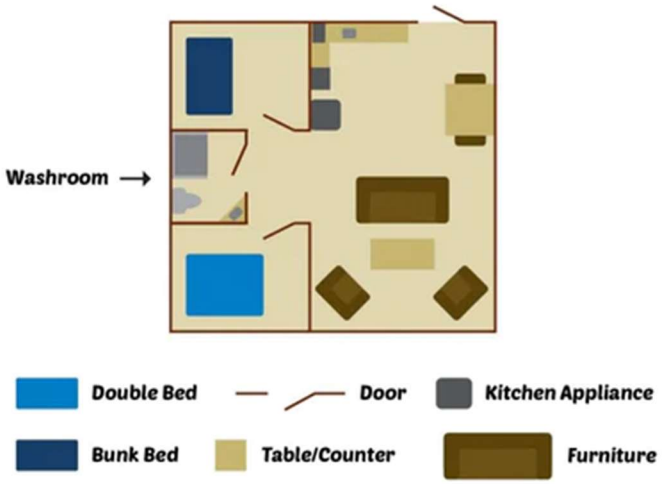
The water is heated with an electric hot water tank. There is on washrooms with shower, and a kitchen.

3.6.4 Roof

Evergreen Cabin has a tin roof which is original to the building.

3.6.5 Structural

Evergreen Cabin is 2 x 4 in. construction, insulated, on a pads, post to beam.



3.7 Main Home

The Main Home was built in 1972. An addition was built within the last 20 years (exact date unknown). The main floor has a dining room, living room, kitchen, 1 washroom with tub/shower, and 2 bedrooms. The basement has a living area, 1 washroom with shower, an office, and 3 storage areas. There is a separate entrance to the office area at ground level due to lower elevation. It is occupied by the Camp Manager year-round.

The dimensions of the Main Home including the addition are 30 x 60 ft.

There have been regular upgrades to the Main Home over time. There is regular testing for Radon.

3.7.1 Heating System

Electric baseboard.

3.7.2 Electrical Systems

Lighting inside the Main Home is a combination of old inefficient T12 fixtures and incandescent lights.

3.7.3 Plumbing (including **Water Heating Systems)**

The well that services the Main Home is located at beside the building. There is a septic field wastewater from the Main Home.

Water is heated with 1 electric water tank. There are two washrooms (one with tub/shower and the second with shower), and a kitchen.

3.7.4 Roof

The Main Home has a tin roof which would have been replaced at the time of the addition.

3.7.5 Structural

The Main Home is 2 x 4 construction, insulated, on a on a concrete foundation. The construction and footings for the addition are unknown.

3.8 BUNK HOUSES

There are 8 bunk houses (2 contained within each of four buildings). Each building also has a "middle room" that can sleep 2 – 4 people. The four buildings are:

1. Oak / Maple was built in 1998; dimension: 18 ½ x 42 ft.
2. Willow / Birch was built in 1972; dimensions: 18 ½ x 42 ft.
3. Spruce / Tamarack was built in 1963; dimensions: 18 x 44 ft.
4. Pine / Cedar was built in 1972; dimensions: 18 x 44 ft.

Over the years, each building has received upgrades, based on need: some with flooring, some with windows, and some with roof-replacement. The floor beams of Cedar / Pine have been recently replaced with new flooring. There are concerns related to drainage and condition of the foundation of these buildings.

3.8.1 Heating System

Electric baseboard and wall heaters.

3.8.2 Electrical Systems

Lighting inside bunk houses is a combination of old inefficient T12 fixtures and incandescent lights. Exit lighting has recently been replaced.

3.8.3 Plumbing (including Water Heating Systems)

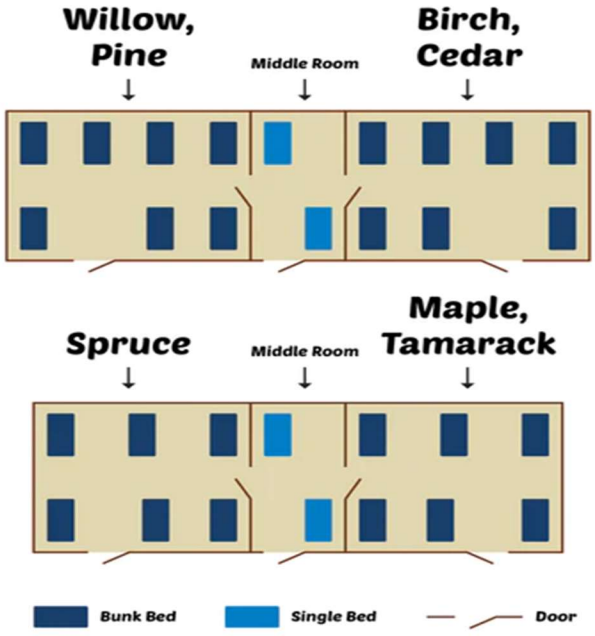
There is no plumbing in bunk houses.

3.8.4 Roof

The bunk houses have tin roofs, some of which are original to the building.

3.8.5 Structural

Bunk houses are 2 x 4 in. construction, insulated, on a concrete perimeter foundation. There are concerns related to drainage and condition of the foundation of these buildings.



4. SCHEDULE OF WORK

The Board anticipates making the award within two (2) weeks (by Friday, April 19, 2024; 5:00:00 p.m. local Manitoba time), of the Proposal closing date. All applicants will be notified about the outcome/status of their proposal.

The Consultant will have six (6) weeks (until Friday, May 31, 5:00:00 p.m. local Manitoba time), to complete the assessments and submit their recommendations/report.

5. PROPOSAL SUBMISSION REQUIREMENTS

Please reply to this Request for Proposals (RFP) via email. Limit the submittal to ten (10) - 8½"x11" pages printed double sided [for a total of twenty (20) pages]. Submittals that exceed the page limitation will not be considered. A cover letter and the Bid Form shall not be counted in the total number of allowed pages.

Additional information may be submitted in the form of an appendix or a separate document but all requirements of the submission must be included in the ten (10)-page Proposal document. The appended or separate document will be considered as a source of secondary or supplementary information and may or may not be used in the Proposal review.

Please address the following in the ten (10)-page Proposal document:

1. Team Personnel - List the name of the prime consultant and other team members with addresses, contact person, telephone numbers and e-mail address. State the role for the submitted team members. Identify any major sub-consultants that may be part of the team. All Engineers must be registered to practice in the Province of Manitoba. The contact information may be included in an appendix.

2. Team Capabilities/Experience and Expertise – Briefly describe two (2) similar projects that the team has completed that have similar attributes to this project. List the members of the project team and position held by each member. Provide references for each project.

3. Project Approach – Briefly, identify the team's background and knowledge and how it can be employed to streamline the design process.

4. Task Schedule – Provide a schedule, in graphic format, which depicts major schedule milestones that outline your firm's basic production schedule to develop the required documentation for this project.

5. Fee Schedule – Provide a fee schedule that clearly indicates the number of hours and charge out rate for each team member for each task identified. Disbursements are to be clearly defined and itemized as accurately as possible at the time of the development of the Proposal. It is not the intention of the Board to seek a detailed and fixed cost of disbursements but simply a schedule of costs and a best estimate of total cost. The fee schedule shall be presented in tabular form and clearly identify all costs to the Board including disbursements.

6. Disclosure Requirements – Disclosure of actual or potential conflicts of interest, agreement changes, etc., if any.

6. ENQUIRIES

This RFP may be amended only by written addenda. If the Board, for any reason, determines that it is necessary to provide additional information relating to this RFP, such information will be communicated to all respondents by addenda. Each addendum shall form an integral part of this RFP. Such addenda may contain important information, including significant changes to this RFP.

For those interested, the site will be available for a visit, which grants access to all aforementioned facilities on Wednesday, March 20, 1:00 p.m. (start) – 4:00 p.m. local Manitoba time.

Questions shall be submitted in written form up to seven (7) days before the closing date to:

Iain Riffel (he/him)
E-mail to: iainriffel@gmail.com

7. EVALUATION CRITERIA

All Proposals will be evaluated in the following manner:

Technical (40%)	Demonstrated understanding of the Scope of Work and project objectives, and special capabilities will be rated.
Personnel (25%)	The team member's direct experience on projects of the same or similar nature and scheduling will be evaluated.
Fee Proposal (25%)	Clarity and completeness will be evaluated as well as the total fees.
Proposal Quality (10%)	Credibility, ability to present technical data in a logical and complete fashion.

The Board reserves the right to award in whole, or in part, for the buildings. The intention of the Board is to have all buildings listed in the Proposal have condition assessments completed.

The Board reserves the right to short list and to contact any or all Proponents to clarify their Proposal. The Board reserves the right to award to the Proposal which best meets the Board's requirements. The Board reserves the right to accept or reject any or all Proposals and the issuance of the RFP in no way obligates the Board to enter into a contract with any of the respondents. The Board reserves the right to cancel this RFP at any time.

8. MISCELLANEOUS

The fee quoted shall be in Canadian Funds. Pricing must remain firm for sixty (60) days after the submission closing date. The fee quoted shall be fixed fee and shall be the total remuneration for all work performed including site visits during the work, travel, meals, telephone, printing, etc. The fee quoted must include all applicable taxes; the Goods and Services Tax must be clearly shown and added separately. Disbursements for additional site visits or additional work, if requested by the Board, will be paid for at an hourly rate plus disbursements only when authorized in writing in advance by the Board.

All data, reports and plans provided by the Proponent to the Board will become the property of the Board free of all copyright restrictions.

9. RECEIPT OF PROPOSALS

The Proposal shall be emailed to iainriffel@gmail.com and must be received before 5:00 p.m. local Manitoba time on, Friday, April 5, 2024 to be accepted. Submissions will be acknowledged to have been accepted by a return email prior to 6:00 p.m. local Manitoba time within 24 hours of the date of respective submissions.

10. BID FORM

SUBJECT: Building Condition Assessments of Facilities

CLOSING: 5:00 p.m. local Manitoba time, Friday, April 5, 2024

I, _____ representing _____
(Name) (Company Name)

of _____ _____ _____ _____
(Mailing Address) (City) (Province) (Postal Code)

_____ _____ _____
(Phone Number) (Email Address) (G.S.T Registration Number)

I am authorized to bind the corporation and do hereby submit this as my price on the above-noted item.

The Total Fee for my Proposal, F.O.B., Various Locations, Onanole, Manitoba is:

Building Condition Assessments for Various Facilities

Location	Base Price	5% G.S.T.	7% MB R.S.T (where applicable)	TOTAL BID PRICE
Pavilion				
Dining Hall				
Shower House				
Aspen Cabin				
Elm Cabin				
Evergreen Cabin				
Main Home				
Bunk House – Oak / Maple				
Bunk House – Willow / Birch				
Bunk House – Spruce / Tamarack				
Bunk House – Pine / Cedar				

Option: Energy Assessment for each Facility

Pavilion: $ _____ (including taxes)

Main Hall: $ _____ (including taxes)

Option: Energy Assessment for each Facility (continued)

Shower House: $ _____ (including taxes)

Aspen Cabin: $ _____ (including taxes)

Elm Cabin: $ _____ (including taxes)

Evergreen Cabin: $ _____ (including taxes)

Main Home: $ _____ (including taxes)

Bunk Houses (combined): $ _____ (including taxes)

_____
(Bidder to Initial)

We hereby acknowledge receipt of the following Addenda to the Proposal Documents:

Addendum No. _____ Date Received _____
Addendum No. _____ Date Received _____
Addendum No. _____ Date Received _____

I am authorized to bind the Corporation.

_____ _____ _____
(Signature) (Date) (Witnessed by)*

_____
Print Name of Witness

*This document must be witnessed to be compliant.