



March 27, 2026

PW-05-2026 Multi-Building Condition Assessment

ADDENDUM #2

On March 27, 2026, the Township of North Huron posted Addendum #2 to clarify questions received pertaining to the above-listed tender.

**1. Is there any option for virtual submission of the proposal?**

No, only hard copy proposal submissions will be accepted.

**2. Further to the response to Question 4 in Addendum 1, is roof inspection via drone acceptable if physical access is limited?**

Yes, drone or other aerial camera use is acceptable if the roofs are deemed inaccessible by the contractor.

**3. Would the Township consider providing a 1 week extension to the proposal submission date?**

No, the final submission date will remain as stated in the Request for Proposal.

**4. Please clarify the level of detail that is required to address Accessibility compliance for the buildings. Is Township seeking a detailed assessment, where measurements need to be taken to confirm compliance with an accessibility design standard like the AODA (e.g. the clear width of an open door  $\geq 860$  mm) or just the completion of a baseline screening checklist, where no measurements are obtained, and a design standard is not referenced?**

A baseline screening checklist is acceptable using professional judgement to determine whether the feature meets current accessibility standards.

**5. Given the Township's objective for this project is to develop a long-term asset management plan, does the Township have an assessment cost threshold below which the renewal (repair or replacement) is considered an operational and maintenance task, and not a capital renewal, and the assessment is not included in the submission?**

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The relevant section of the Township's Tangible Capital Asset Policy is attached. Costs below the stated thresholds are not to be included in the 25-year plan.

- 6. 1.0 Scope: Should proponents assume the assessment scope for the five facilities (Blyth Campground Bldgs#1 and #2, Optimist Ball Diamond Concession Booth, etc.) is limited to the four building elements listed (Site, structure, roof and exterior envelope) and that the assessment excludes the other building elements interior, mechanical, electrical, life safety and fire suppression?**

Electrical assessment is to be added to site, structure, roof, and exterior envelope inspections.

- 7. 2.0 Project Costs: Is the Township open to progress billing – payment on the completion of site visits, submission of draft reports and completion of final reports? Should proponents assume that the fees include all travel expenses and disbursements?**

Yes, the Township is open to progress billing. Proposed fees should include travel expenses and disbursements.

- 8. 6.0 Proposal Content, Item c: Should proponents indicate licensing fees or upkeep costs associated with the software platform to be used?**

No, this is not necessary and will be counted as optional additional information.

- 9. Addendum 1, Q11 – Can Township confirm that BCA is to be conducted using Unifomat II, Level 4, in accordance with ASTM E1557 Standard Classification for Building Elements and Related Sitework – Unformat II?**

UNIFORMAT II Level 4 (Sub-elements), previously referred to as UNIFORMAT 3 in Addendum 1, should be used to classify the building elements. The HVAC at the Westcast Community Center can be classified using UNIFORMAT II, Level 3 (Elements).

- 10. Does the Township require a specialist Cost Consultant to provide a 25-year cost analysis for each facility/building?**

This is not a requirement, but the qualifications of the individual will be considered. Professional best estimates from a competent individual will be sufficient.

- 11. Wingham Public Works Garage – The address appears to point to the main road on Google Earth, and the adjacent parcel shows multiple buildings. Could you please confirm which building is to be assessed at this location?**

The larger structure to the front of the property is to be assessed. A shot of the street view building to be inspected is below.



**12. East Wawanosh Public Works Garage – The location also appears to point to the main road, with a nearby property containing a couple of buildings. Could you confirm whether both buildings are to be assessed?**

The larger structure to the front of the property is to be assessed. A shot of the street view building to be inspected is below.



**13. Blyth Campground (Buildings 1 & 2) – Could you please confirm which specific buildings are to be assessed aside from the main community centre?**

Shots of the buildings in the campground to be assessed are below. The first aerial image is of the Blyth Arena shed (3,100 ft<sup>2</sup>), the second street view image is of the Lions booth (872 ft<sup>2</sup>).



**14. Optimist Ball Diamond Concession Booth – Could you please confirm which building is the one to be assessed?**

A shot of the street view building to be assessed is below.



**15. What is the deadline for the submission of the BCA Reports?**

As mentioned in Section 7.0 of the RFP, the deadline to submit the BCA Reports is no later than July 31, 2026.

**16. The RFP asks proponents to provide “a detailed breakdown using the attached Cost Proposal Form in Section E”; however, the Cost Proposal Form itself appears to request only a lump-sum fee and HST. Can you please confirm whether completion of the Cost Proposal Form alone satisfies the “detailed breakdown” requirement, or if you would prefer that we also submit a separate level-of-effort or fee breakdown as an attachment?**

A detailed breakdown isn't needed for the proposal, the price chart in section E of the RFP shows the only costs needed for the proposal. Assessment fees should be broken down by facility at the invoice phase of the project after the successful bidder assesses each facility.

**17. What is the timeline to complete the assessments?**

There is no specified timeline to complete the assessments. The final report is due no later than July 31, 2026.

**18. Will building reviews be staggered over a period of time or done all at once?**

The assessments can be completed using the discretion of the contractor. The final report(s) are due no later than July 31, 2026.

**19. Are existing building drawings available? If so, can they be made available to proponents to ensure accurate pricing?**

Building drawings can be presented to the successful bidder after the contract is awarded and the project is initiated.

**20. Is a list of existing roof assemblies and dates of replacements available?**

No.

**21. Are roofs accessible by exterior ladders or roof hatches?**

Yes.

**22. Will lift equipment be required to evaluate exterior envelope?**

Lifts or ladders may be required to access the exterior envelope of the buildings. It is up to the discretion of the contractor to determine if these are needed.

**23. Will the Township provide lifts or access equipment, or should the cost for this be included in the proposal?**

The Township will not provide lifts or external access equipment apart from ladders where available. Costs for external access equipment should be included as provisional costs.

**24. Will a list of existing and current maintenance schedules be available (i.e. when were windows/glazing or sealants replaced)?**

No. Regular maintenance (items with costs below the TCA thresholds presented in answer 5) should not be included in the 25-year plan.

**25. Are any of the buildings insured with FM Global Insurance?**

No.

**26. Do any of the buildings have a Heritage designation?**

The Townhall and the Wingham library.

**27. Please confirm if AODA is the only item the successful proponent is expected to review, or if the Township is expecting a full code compliance. If the latter, please identify the applicable codes and standards to be reviewed.**

Apart from the assessment criteria outlined in the Scope of the RFP, AODA compliance is the only other code that facilities are to be reviewed for.

**28. Are previous Building Condition Assessments or inspection reports available for reference?**

No.

**29. Will the assessment be limited to visual review only?**

Visual only.

**30. Are structural material testing or investigations (e.g., concrete coring, rebar scanning) expected, or strictly excluded under “non-invasive inspections”?**

Materials testing is not required. Assessments will be visual only.

**31. Are there any facilities that require confined space entry or require special permits or escorts?**

No. Township staff will be available if escorts are needed.

**32. For the required 25-year cost analysis, are there standard costing templates or inflation assumptions to be used?**

No standard costing templates are available. The 25-year cost analysis should be based on the assumed current (2026/27) costs. Township staff will then calculate inflation based on the recommended year of need provided. Please state if any inflation assumptions are used in the cost analysis.

**33. Can the Township provide any records major renovations for each facility or any known structural concerns or past failures?**

Record of renovation to each facility was answered in question one of the addendum posted to the Bids and Tenders website on Friday March 20, 2026.

**34. Can the Township please provide the approximate square footage of each facility?**

The total floor area of each facility, in square footage, was answered in question one of the addendum posted to the Bids and Tenders website on Friday March 20, 2026.

**35. Please confirm whether the Township is willing to negotiate contract terms and conditions with the selected proponent following project award.**

No.

**36. Following Council approval and selection of the preferred proponent, will negotiations be limited to pricing and quantities only, or may other terms be negotiated, including contractual and commercial terms contained in the RFP?**

There is to be no negotiation period after the tender is approved by Council. After the project is awarded, and upon the start of the inspections, Township staff may issue change orders based on contractor assessment.

**37. Please confirm the form of contract anticipated for this assignment. Will the Township be issuing its standard agreement, or will the successful proponent be permitted to submit its standard terms and conditions for consideration?**

This can be negotiated based on the terms of the proponent's standard terms and conditions. Contractors are invited to attach their terms to their tender for Township consideration.

**38. If the Township intends to use its own form of agreement, can a full copy be provided for review as part of the procurement process?**

Yes, one can be provided if the Township chooses to use its own form of agreement.

**39. Response to question 9 of Addendum 1 (please see snapshot below). For sites 10 to 14, are the mechanical, electrical, life safety, and fire suppression assessments all excluded from the scope? Alternatively, is the electrical assessment to be completed as an optional item, or is it mandatory?**

9. Q: For sites 10 to 14, are Mechanical, Electrical, Life Safety & Fire Suppression assessments to be excluded?

**A: Electrical assessments can also be included.**

Electrical assessment is a mandatory assessment to be added to the assessment criteria in the RFP for sites 10-14.

**40. Question: re 6.0 b) & e) Example/Sample of Building Condition Assessment projects of similar size and complexity: Is the intention for the example to be an example of a portfolio of BCAs or examples of BCAs of similar size and complexity to the individual buildings listed in the RFP portfolio/property list?**

Examples of BCAs of similar size and complexity to the buildings listed in the RFP property list.

**41. Addendum #1 Question #11: Please clarify if the categorization shall be to UNIFORMAT II or UNIFORMAT 2010. Will the assessments be done to Level 3, with the exception of the Westcast Community Centre which can be to Level 2?**

UNIFORMAT II Level 4 (Sub-elements), previously referred to as UNIFORMAT 3 in Addendum 1, should be used to classify the building elements. The HVAC at the Westcast Community Center can be classified using UNIFORMAT II, Level 3 (Elements).

**42. Are Designated Substance Surveys and Asbestos Management Plans available for applicable sites?**

Designated Substance Surveys and Asbestos Management Plans are available for the successful bidder after contract signing upon request.

**43. What drawings are available for the respective buildings, and how complete are they? Are the available drawings in digital PDF format?**

Building drawings in the Township's possession can be made available to the successful bidder on request after contract signing. Not all building drawings may be fully complete or up to date.

**44. Are previous BCAs or other reports available, and if so, for which buildings?**

Previous BCAs are available for sites 1 through 9 listed in the scope of the RFP. Previous BCAs can be made available to the successful proponent upon the Director of Public Works' approval.

**45. If you can please advise if this project requires a Mechanical Specialist (Subconsultant)? Or Will a non specialist assessment be acceptable?**

A non-specialist assessment will be acceptable.