



Village of Salmo

**REQUEST FOR PROPOSAL**

**Village of Salmo**

**Issue Date: August 19, 2025**

**Closing Date: September 12, 2025**

**Closing Time: 4:00 PM local time (PDT)**

## **OPPORTUNITY**

The Village of Salmo (“the Village”) is requesting proposals from a qualified consultant to perform a condition assessment and related tasks of the Salmo Village Buildings (together “the Facilities”), including:

1. A Facility Condition Assessment (FCA) based on industry standard methodology;
2. A detailed analysis of building replacement cost based on industry standard methodology;
3. A set of prioritized recommendations and cost estimates for adding, repairing, or replacing deficient conditions in the Facility that will prolong its operability, suitability, and value given the age of its construction and the age of any major components renewed subsequently;
4. A set of prioritized recommendations for changes to the Village’s preventative maintenance program for the Facility that will prolong its operability, suitability, and value given its age of construction and the age of any major components renewed subsequently; and
5. An identification of likely liabilities associated with the ongoing use and repair of the current Facility.

## **BACKGROUND**

The Village owns a number of buildings in various locations around the Village, including the Public Works Yard at 124 Lagoon Road, the Village Office located at 423 Davies Avenue, KP Park at 215 Sayward Avenue, & Lion's Park at 1017 Glendale Avenue. The facility inspection will include all buildings withing these properties.

1. Village Office: The original building was built in 1960 as a doctor's office. This includes a concrete basement & crawlspace. It houses the Village's Council Chambers, public washrooms, and administration offices.
2. Village Yard: The Public Works Shop 1982. It includes 2 bays, a washroom, and mezzanine storage. It also has a covered concrete carport. There is also a storage building that was an "Atco" office trailer that is used for storage.
3. KP Park: Concession building, washroom building, storage building, bingo booth, gazebo, picnic shelter, and Sayward Well pumphouse.
4. Fire Hall, a two story, 4 bay facility also located at 414 Baker Avenue was originally built in 1980, with various upgrades taking place through its lifespan. On the main floor, the building consists of a kitchen & office space, ambulance bay, 3 fire bays utility room and storage. On the upper floor, there is a large gathering area, kitchen, washrooms, & storage.
5. Lion's Park: Curling rink building that includes a kitchen area, upstairs mezzanine, curling area & storage & ice plant. There is also a large storage building that currently houses a Zamboni & various equipment that is concrete block construction that has been recently renovated, and the Glendale Well pumphouse.

The Facility photos can be found in Appendix A.

## **SCOPE OF WORK**

The Village requires an FCA to assist in understanding and managing the asset lifecycle.

The deliverable shall be in the form of a comprehensive report assessing the condition of the Facility, including the safety, integrity, reliability, and functionality of its equipment and infrastructure components. The report should assess the remaining lifecycle of the Facility and its components using industry standard methodology as well as provide a detailed replacement cost analysis to support an investment strategy. The report should also provide recommendations for extending the life of the existing Facility.

In summary, the report should include the following information:

1. A Facility Condition Assessment (FCA) based on industry standard, non-destructive, methodology which inventories and assesses components including but not limited to: electrical, mechanical, structural, plumbing, refrigeration, HVAC, roof, building envelope, safety, architectural, and energy efficiency, and provides an estimate of remaining service life based on

the construction date, the condition assessment, and the age of any major components renewed subsequently;

2. A detailed analysis of building replacement cost based on industry standard methodology;
3. A set of prioritized recommendations and cost estimates for adding, repairing, or replacing deficient conditions in the Facility that will prolong its operability, suitability, and value given the age of its construction and the age of any major components renewed subsequently;
4. A set of prioritized recommendations for changes to the Village's preventative maintenance program for the Facility that will prolong its operability, suitability, and value given its age of construction and the age of any major components renewed subsequently; and
5. An identification of likely liabilities associated with the ongoing use and repair of the current Facility.
6. This project does not include an inspection of the infrastructure or equipment located within the Wastewater Treatment Plant, lift station building or within the well pumphouses.
7. The ice plant located within the Salmo Curling Rink is included in the scope of this project.

The report must provide sufficient analysis and detail for the Village to meet its objectives for this project:

- Understand the lifecycle of the Facility based on its age and condition;
- Create an investment plan for the ultimate replacement of the Facility;
- Evaluate and implement additions, repairs, and replacements to the existing Facility to extend its useful life;
- Evaluate and implement changes to the Village's preventative maintenance program for the Facility in order to extend its useful life;
- Evaluate the potential for continued repair and renovation versus new construction;
- Identify likely liabilities associated with ongoing continued use and repair of the current Facility.

The scope of work is a minimum level of service required for this project. The Village expects and invites Proponents, in their responses to this RFP, to elaborate and expand on any services, methodologies, and products that might be beneficial to the Village in achieving its objectives of this project; however, Proponents should understand that this project is partially grant funded and must meet the budgetary requirements described below. Additional services that do not fit into the budgetary requirements for this project may form part of the recommendations in the final report, provided the minimum level of service stated above is met in full.

## **FINAL REPORT**

The final report will include a presentation to the Village of Salmo's Council and Senior Officials, for which the Proponent will review the findings of the report, describe the recommendations, and respond to questions.

A draft copy of the report shall be provided at 50% completion for review and comment by the Village. A second draft shall be provided at 80% completion for further review and comment by the Village. Additional drafts may be required depending upon progress.

Unless otherwise agreed by the Village, the final report shall include the following sections:

- Executive Summary
- Methodology

- FCA

Facility replacement cost analysis (detailed by component)

- Recommendations for Adding, Repairing, or Replacing a Facility need or deficient condition
- Recommendations on Improvements to Maintenance Program
- An identification of likely liabilities associated with the ongoing use and repair of the current Facility

All pertinent numerical or quantitative results should be presented in tabular and/or graphical formats as deemed appropriate, and a digital copy of the spreadsheets expressing this data provided to the Village along with the final report.

## **FACILITY CONDITION ASSESSMENT (FCA) CRITERIA**

### **1. Data Collection**

The Proponent will measure and report conditions for the following Facility elements using commonly accepted benchmarking standards and formats, including but not limited to:

Primary Systems:

- Foundations and structure
- Building envelope and fabric (roof, exterior walls, glazing systems, etc.)

Life Safety Systems:

- Fire and life safety compliance
- Fire Protection (sprinklers and fire alarm systems)
- Health issues
- Emergency power secondary systems:

Secondary Systems:

- Heating, ventilation and air conditioning
- Building controls
- Interior partitions, finishes, walls, doors, floors and ceilings, etc.
- Electrical and electrical distribution
- Lighting
- Plumbing
- Special construction

Only qualified construction and building professionals may perform inspections. Include with the proposal a list of the proposed construction and building professionals to be included in the assessment team.

### **2. Corrective Action Recommendations and Costing**

Correction projects must be recommended for each deficient condition identified and include cost estimates of labor and materials and details of the work required for the repair. The data must be updateable. Each correction project shall be classified by the major property components

identified above. The Village prefers the estimates be based on recognized construction estimating data adjusted for the West Kootenay.

### 3. Deficiency Characterization

The FCA section of the report shall describe details of the present condition of major components of the buildings and outline deficiencies with recommendations for remedial work for immediate and long-term repairs and replacement of such major components. A table shall outline the projected useful life of major components with anticipated repair costs.

Deficiencies shall be classified into five main groups / time horizons:

- “Currently Critical” (immediate)
- “Potentially Critical” (year 2)
- “Not Yet Critical” (year 3-5)
- “Recommended” (year 6-10)
- “Does Not Meet Current Standards (obsolete)

The report shall also include pictures of major components and anomalies observed.

### 4. Deficiency Prioritization

Before data collection begins, the Consultant and the Village will establish prioritization standards. An example of priority standards:

PRIORITY	DEFINITION	DESCRIPTION
Priority 1	Current Critical (Immediate)	<ul style="list-style-type: none"> <li>• Require immediate action</li> <li>• Correct a cited safety hazard</li> <li>• Stop accelerated deterioration</li> <li>• Return a Facility or equipment to operation</li> </ul>
Priority 2	Potentially Critical (year 2)	<ul style="list-style-type: none"> <li>• If not corrected expeditiously, will become critical within a year</li> <li>• Potential life safety hazard</li> <li>• Intermittent operations</li> <li>• Rapid deterioration which will lead to a loss of Facility operation</li> </ul>
Priority 3	Necessary, not yet critical (years 3 – 5)	<ul style="list-style-type: none"> <li>• Repairs which provide a rapid return on investment, often including energy efficiency projects.</li> <li>• Associated damage or higher costs if deferred</li> <li>• Building or site improvement uncompleted due to inadequate funding or other reasons</li> <li>• Repairs which will preclude predictable deterioration, potential downtime, and/or higher short-term maintenance costs, or replacement of</li> </ul>

		building components which have exceeded their predicted useful life.
Priority 4	Recommended (years 6 – 10)	<ul style="list-style-type: none"> <li>• Sensible improvement to existing conditions that is not required for the basic function of the Facility</li> <li>• Overall usability improvement</li> <li>• Long-term maintenance cost reduction.</li> </ul>
Priority 5	Does not meet current standards but compliant with standards at the time of installation	<ul style="list-style-type: none"> <li>• No action required at this time, but substantial work performed in the future may require correction to current standards.</li> </ul>

## SERVICES EXCLUDED

At this time, the Village does not anticipate including any of the following in the Scope of Work:

- Destructive investigation
- Materials testing
- Inventory of furniture not related to building operation
- Ancillary components such as parking lot paving
- Demographic analysis
- Site selection for recommended new facilities
- Tax base analysis
- Replacement investment plan proposal

## ADDITIONAL SERVICES

The Village may ask the Proponent to perform additional services related to the subject of this RFP. The services, fees and other terms will be mutually agreed upon. If the Proponent sees opportunity to gain needed information through minor invasive action or testing, these opportunities can be brought to the Village for evaluation.

## PROPOSAL CONTENT

The following outline information to be included in the Proposal. Proponents are encouraged to provide additional information as deemed appropriate:

### 1. General

Full Name, address and telephone number of the submitting office of the Proponent.

## 2. Personnel

Project Manager – The Proposal shall identify the proposed project manager who will be the single point of contact, responsible for direct interaction with the Village. State the position and professional discipline. Describe the work to be performed by the project manager, qualifications and substantive experience directly related to the project.

Proposed Project Team – The Proposal shall list key individuals including the Project Manager who will have major responsibilities for the performance of the project. Describe the work to be performed by each listed individual and their qualifications in terms of education and substantive experience directly related to the proposed project. Subconsultants and subcontractors should be listed in the Proposed Project Team.

Identified project members may only be replaced with written approval of the Village.

## 3. Methodology

The Proposal should contain an outline of strategies and skills that will be used to manage the project's expectations, resources, budget, and quality control. Discuss how each task will be carried out and what services or interaction is required from/with the Village. Suggest alternatives, if appropriate. Identify any specialized equipment, unique approaches, or concepts or cost saving measures, which your company may use, relevant to the required services.

## 4. Corporate Experience

The Proposal must include a list of experience on similar projects. Two (2) references must be provided that are relevant to the project. The references should be from a third party who can provide information about the performance of the Proponent in delivering services related to the experience cited.

## 5. Project Schedule

A work schedule must be provided. The proposal must include written commitment from the Proponent that this schedule will be maintained.

## 6. Sample Report

A sample report demonstrating prior work, of the same nature and scope as this project, must be included. Links to online reports are acceptable.

## 7. Price

Proponents are to provide a fee proposal, including a detailed explanation of the total cost for the project including:

- A breakdown of project tasks, expected expenses, disbursements and other probable costs;
- A schedule of hourly rates should additional services be required; and
- All applicable federal or provincial taxes or levies, to be listed separately.



The price must be open for acceptance for sixty (60) days.

## **EVALUATION CRITERIA**

Interested Proponents must submit the following (weighted score listed in brackets) and must achieve an average score of 75% in each of the categories in order to qualify:

1. Schedule (20%)
2. Methodology and Quality of Prior Work (40%)
3. Qualifications and References (30%)
4. Value-Added Services (10%)
5. Cost (lump sum price for all deliverables)

All Proposals must demonstrate a sound knowledge of the project and a reasonable, realistic, capability to achieve the deliverables. These are mandatory criteria. Any Proposal that cannot demonstrate compliance with mandatory criteria will not be scored.

The Village intends to evaluate proposals based on the best overall value to the Village, which may include non-financial, qualitative, values.

Throughout the evaluation process, the Village, in its sole discretion, may request additional written clarification and/or supplemental information from selected Proponents as part of the evaluation process.

## **INQUIRIES**

Questions will not be accepted after September 5, 2025. The questions are to be submitted in writing by quoting the RFP name and number via email to [cao@salmo.ca](mailto:cao@salmo.ca). Please direct all inquiries to:

Derek Kwiatkowski, Chief Administrative Officer  
250-357-9433  
[cao@salmo.ca](mailto:cao@salmo.ca)

## **CLOSING DATE AND TIME**

**September 12, 2025 at 4:00pm, local time (PDT) .**

All proposal packages must be clearly identified with the title "RFP Salmo Village Buildings." Proposal packages are to be submitted by email to:

**Derek Kwiatkowski, Chief Administrative Officer**  
[cao@salmo.ca](mailto:cao@salmo.ca)

## TERMS AND CONDITIONS

The following terms and conditions apply to this RFP:

1. The Proponent may invoice the Village at the end of the project. All invoices shall be net 30 or greater. The Village is amenable to negotiating payment milestones if the Proponent prefers.
2. Verbal discussion, instructions or explanations between the Village staff members, agents, employees, or representatives and a Proponent shall not become a part of or otherwise modify the RFP unless confirmed by written addendum and incorporated and become a part of this RFP. The addendum will be posted on BC Bid under the RFP.
3. Responses to inquiries may be distributed to all Proponents at the Village's option.
4. The Village may accept or reject any or all Proposals for any reason and may negotiate with a potentially successful Proponent.
5. The Village may reissue, amend, cancel, or extend this RFP at its sole discretion, and reserves its right to defer, postpone, or phase awarding of the work.
6. As part of its evaluation process, the Village may request further information from a Proponent at its sole discretion.
7. Under no circumstances shall this RFP be understood as a commitment for work, a contract, or a tender. The Village is not responsible for costs incurred by the Proponent in preparing a Proposal.
8. The Village does not, by issuing this RFP, incur any duty of care or contractual obligation to any interested party.
9. Proponents are strictly prohibited from engaging in any form of lobbying in relation to the RFP or with a view to influencing the outcome of this process.
10. Proponents agree to advise the Village immediately of any conflict of interest or perceived conflict of interest with an employee or officer of the Village.
11. The successful Proponent must obtain a valid Village of Salmo or have an applicable Inter-Community Business License prior to commencing work.
12. Proponents must confirm that they are active and in good standing with WorksafeBC.
13. Proponents must carry a minimum of \$5,000,000 in liability insurance with the Village of Salmo as an additional insured. Prior to commencing work, the successful Proponent will supply a Certificate of Insurance, in forms acceptable to the Village.
14. Use of a subcontractor or assignment of the work may only occur with the written permission of the Village, unless such use or assignment is explicitly referenced in the Proposal.
15. The Village is subject to the provisions of the Freedom of Information and Protection of Privacy Act and all information submitted to the Village become records in its care and custody for the purposes of the Act.
16. All Proponents and the Village acknowledge that all Proposals are supplied in confidence and may reveal technical information of a third party. Only the aggregate of the weighted score and the total cost for each Proposal will be made publicly available as a bid summary.
17. The Village will debrief a Proponent on the detailed score for their Proposal upon request.
18. All Proponents and any other persons who, through this process, gain access to confidential or sensitive information of the Village are required to keep all such information confidential. This requirement will persist after the RFP process has concluded. Such information must not be disclosed without written authorization from the Village.

## APPENDIX A

### Village of Salmo Appendix "A" Building and Description

Village Office  
423 Davies Ave  
Year: 1975



Volunteer Firehall & Ambulance Bay/Generator  
414 Baker Street  
Year: 1980





Community Recreation & Youth Centre including Community Centre Portable  
206 7th Street  
Year: 1960



Salmo Wellness Centre  
413 Baker Street  
Year: 2011



KP Concession Stand  
215 Sayward Avenue  
Year: 1973



KP Campground Picnic Shelter (Bingo Booth)  
215 Sayward Avenue  
Year: 1973



KP Gazebo  
215 Sayward Avenue  
Year: 2003





KP Washrooms  
215 Sayward Avenue  
Year:1980



KP Ball Park Picnic Shelter  
215 Sayward Avenue  
Year: 2007



Sayward Well Pumphouse  
215 Sayward Avenue  
Year: 2011



KP Campground Storage  
215 Sayward Avenue  
Year: 1975





4th Street Lift Station  
4th Street  
Year: 2020



Curling Rink  
1003 Glendale Avenue  
Year: 1965





Large Equipment Storage Building  
1017 Glendale Avenue  
Year: 1985/2023 Upgrades



Glendale Pumphouse and Glendale Emergency Generator  
1017 Glendale Avenue  
Year: 1985



Public Works Maintenance Shop  
124 Lagoon Road  
Year: 2011



Civic Works Storage Modular  
124 Lagoon Road  
Year: 1985





Instrument Shed (Lagoon 2) Headworks Building  
124 Lagoon Road  
Year: 1985



Bagging Room  
124 Lagoon Road  
Year: 1985

