



**TOWN OF BLACKFALDS  
REGULAR COUNCIL MEETING  
REQUEST FOR DECISION**

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**MEETING DATE:** April 13, 2021

**PREPARED BY:** Terry Topolnitsky – Planning Manager

**SUBJECT:** Safety Code Services Contract Award

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**BACKGROUND:**

As per the current Council's direction, any RFPs that may impact service levels of our residents are to be brought forward to Council for input and feedback prior to the RFP being finalized and posted by Administration. As such, Administration has attached a new draft request for proposal for qualified Safety Code service firms to provide services tailored to meet our current and future requirements for three-years plus another optional two-year extension.

Administration has completed this task, which included a review of other similar sized municipal Safety Code Service RFPs of this nature and updated the document to include all relevant information as required by the Alberta Safety Codes Council (it is noted that the submitted RFP mirrors the standards set by the Alberta Safety Codes Council).

The expected work includes providing Safety Code services, as needed, for items including but not limited to:

- Review and consultation with Town staff on Safety Code policies, procedures, and advice regarding regulatory compliance
- Building permit review and related inspections
- Review, acceptance, and issuance of Electrical, Plumbing, Heating, and related permits
- Inspections as regulated under the Alberta Building Codes
- Assistance with all annual Alberta Safety Code Council Audits

At its meeting of January 18, 2021, the following motion was passed by the Standing Committee of Council:

**Resolution No. 03/21**

Councillor Olfert moved that the Standing Committee of Council move to recommend that Administration release the Safety Code Services RFP on Alberta Purchasing Connection, the Town's Website and by invitation to current service providers within the region.

**CARRIED UNANIMOUSLY**



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**DISCUSSION**

Accordingly, the RFP for the Safety Code Services Contract was posted on Alberta Purchasing Connection, the Town's website and by invitation to current service providers with the region. All submissions were to be received by March 8, 2021 at the Town of Blackfalds. The Town received three submissions for the Safety Code Services Contract RFP from Superior Safety Codes, Inspiration Inspections Group, and IJD Inspections. The submissions were rated based on the following criteria:

- Service Levels – includes knowledge of the Town, # days of local inspections, etc.
- Project Team – local staffing and offices, how controlled, qualified staffing
- Fee Split – fee % split for the company and the Town based on permit value – 50/50 minimum
- Corporate Profile - # SCO's available for inspections and review of plans
- Proposal Quality – inclusion of all points within the RFP
- Corporate Disclosure – including but not limited to litigations
- Training – ensure reference to ongoing training of SCO's
- Database Management – ensuring usage of E-site and how reporting is done
- References - # of references accompanied by written support

A review of the submissions resulted in the following:

<b>CRITERIA</b>	<b>% ALLOTTED</b>	<b>IJD Inspections</b>	<b>Superior Safety Codes</b>	<b>Inspiration Inspections</b>
Service levels	25	25	20	15
Project Team	20	15	15	10
Fee Split	15	15	15	7
Corporate Profile	5	4.5	5	5
Proposal Quality	5	5	4	5
Corporate Disclosure	5	5	4	5
Training	5	5	5	5
Database Management	5	4.5	5	5
<i>Subtotal</i>	85	79	73	57
References	15	15	5	15
<i>Total %</i>	100	94	78	72



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**FINANCIAL IMPLICATIONS:**

The Safety Code fees for 2021 will be established as presented in the RFP based on the submission by the successful candidate for Electrical, Plumbing and Heating disciplines under the Safety Codes Act. The Town has established the fees for building codes and will be reviewing these with the Land Use Bylaw rewrite. All fees are dependent on the dollar value of construction and value of other services as applied. IJD Inspections was the best % ratio at a 50/50 split unless over \$125,000, then a 55/45 split in favor of the Town.

**ADMINISTRATIVE RECOMMENDATION:**

That Council moves to recommend that Administration enter into a Safety Code Services Contract with IJD Inspections for a three-year period with a two-year option clause.


**ALTERNATIVES:**


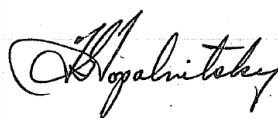
- A. That Council moves to not approve the recommendation as presented.
- B. That Council refer back to Administration for more information.

**ATTACHMENTS:**

- *None*

**Approvals:**

  
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CAO Myron Thompson

   
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Department Director/Author