



SERVICE PROPOSAL

DATE:

Sept 18, 2024

PREPARED FOR:

The Municipality of Temagami
7 Lakeshore Drive, PO Box 220
Temagami ON
POH 2H0

PREPARED BY:

RSM Building Consultants
44 Saltsman Drive, Unit 9
Cambridge, Ontario N3H 4R7

Gerald Moore, CET, CBCO, CRBO
President

Building Code Qualified #19949

gerald@rsmbuildingconsultants.com

INTRODUCTION

RSM Building Consultants is pleased to submit this proposal to the Municipality of Temagami. Our company will provide the necessary resources and knowledge to carry out the provincially mandated enforcement of the Building Code Act as assigned.

SERVICES REQUESTED

1. CBO Services

RSM Building Consultants will act as the Chief Building Official for the Municipality. THIS SERVICE IS DEPENDENT ON THE IMPLEMENTATION OF CLOUDPERMIT.

The following services are included:

- Electronically review all permit applications,
- Determine and input building permit fees as per the township's fee bylaw,
- Check applicable law provided,
- The Consultant is responsible for zoning reviews based on Zoning By-laws and guidelines received from the Municipality
- Examine the technical plan review to note building code deficiencies,
- Sign the Building Permit for issuance,
- Manage unsafe and emergency issues related to building safety in the Ontario Building Code,
- In some circumstances municipal staff would be required to assist us in gathering information on illegal construction. (ie. Gathering municipal information, taking pictures, or posting orders),
- Provide guidance and mentorship to the municipal building department staff when required.

2. Electronic Plans Examination

RSM Building Consultants will provide plans examination services for the Municipality, to review for compliance with the Ontario Building Code.

The following services are included:

- The consultant will identify new applications within the municipality's Cloudpermit software,
- New applications will be checked for completeness. The consultant will correspond with the applicant to gather a complete application for review,
- The consultant will assign zoning reviews to the appropriate team member within the Cloudpermit system for completion,
- All plans will be retrieved from the municipality's Cloudpermit system to be reviewed within RSM's e-Portal,
- Building permit applications will be reviewed to identify any notable building code deficiencies,
- When there are notable building code deficiencies, the Consultant will issue a status letter to the applicant,
- The Consultant will correspond with the applicants related to the deficiencies,

- Review of any amended drawings submitted based on the deficiencies will be completed by the Consultant,
- The Consultant will finish any mark ups and redlining to permit approval documents,
- Upon review completion, the Consultant will upload plan review documentation, including its communication log, into the Cloudpermit system for the municipality's records,
- Recommendations to issue the permit will be communicated to the Chief Building Official based on the technical review portion of the permit.

3. Virtual Inspections

RSM Building Consultants will act as a building official to provide virtual inspections for requested building permits issued. Legislation in the Ontario Building Code Act Div. C, 1.3.5.3.(3.1) permits this type of inspection.

The following services are included:

- RSM will work with the municipality to dispatch inspections and assign a qualified inspector for this activity. Confirming the date and time of the inspection,
- Virtual inspections will be set up as a Microsoft Teams link between the applicant, contractor and the remote inspector,
- Qualified staff will direct the applicant, contractor or municipal team member to review specific items throughout the project to determine compliance,
- The consultant will ensure the proper documentation is received from the design consultants, manufactures and testing agencies to provide compliance with the OBC,
- Inspection notes will be provided to the applicant and the municipality, to include deficiencies, pictures if relevant, and comments.
- Where cell service is an issue in limited areas of the municipality, for virtual inspections, RSM will work with the applicants through photographic evidence supplied by the applicant and a series of land line calls and communication through Cloudpermit rather than using a cell phone for a live inspection. All other aspects of the building permit evaluation and issuance would remain the same.
- Recommendations will be provided to the Chief Building Official regarding occupancy of the building.
- Inspection services are based on the availability of the consultants at the time of the request.
- Twenty-four (24) hours' notice is required to cancel an inspection.

CLOUDPERMIT INTEGRATION SERVICE

Cloudpermit provides service both across Canada as well as internationally. Due to this, it must reflect many different provinces/countries permit processes. Our company will provide the necessary resources and knowledge to configure Cloudpermit using nomenclature typically used in Ontario Building Departments and according to Ontario Building Code. RSM will review with your team and customize its configuration to meet the needs of your municipality.

1. Administrative Set-Up

- Meet with the municipal team to review requirements specific to your Township.

- Provide training if necessary.
- Set up reporting to send Automatically.

2. **Configuration**

- Configure Application Types using OBC and Municipal By laws provided.
- Configure attachment types according to municipal requirements/preferences.
- Configure optional parties to applications.
- Configure required forms, attachments, and review configs for each type of permit.
- Configure required Review Options
- Configure inspections required for individual types of permits required by your Township to avoid request for unnecessary inspections. Set Inspection days, holidays and time slots inspections are available as well as last time requests can be made.
- Configure approver groups. (RSM, Conservation Authorities, other outside agencies).
- Configure Users according to roles.

The municipality will play a role in providing required information and input related to your municipality.

STAFF FOR PROJECT

Gerald Moore, CET, CBCO, CRBO (CEO – Building Official)

Gerald Moore has over 25 years' experience in the building inspection field. He is a graduate of Construction Engineering Technology and has inspected thousands of buildings. He has had the role of plans examiner, inspector, and chief building official for large and small municipalities.

Gerald has guided RSM Building Consultants for over 10 years in supporting small and large municipalities in providing their mandated duty to enforce the Ontario Building Code. During this time RSM has completed thousands of plans reviews that included residential to complex care occupancies.

Devon Staley (CBO Services Manager - Building Official)

Devon Staley is an experienced senior building official with over 16 years experience in building department plans examination, inspection, and administration. A certified municipal manager with the Ontario Municipal Management Institute helps her to understand the municipal environment and provide expert advice on the operations of a building department. In addition, her experience includes working with a large homebuilding company and a design firm providing a well-rounded experience in our industry.

Eugenio DiMeo (CBO Consultant - Building Official)

Gene is a seasoned building official with over 20 years of hands-on experience as a building official. In addition, Gene has extensive experience within the planning and development stages of municipal development approvals. Gene has a keen eye in working within the building permit process and has mentored many young building officials throughout the years.

Barbara Mocny (Senior Plans Examiner - Building Official)

Barbara Mocny is RSM's senior plan examiner with more than 10 years' experience in the industry. She has the experience needed to provide excellent service on a variety of reviews from residential to large buildings. In addition, Barbara provides building code technical assistance to our examination team, assists with zoning and applicable law reviews and addresses inquiries from applicants and municipalities.

Grant Schwartztruber (Inspector - Building Official)

Grant Schwartztruber is an experienced field inspector that has been in the industry for over 35 years. He has the experience needed to communicate with contractors and homeowners on their obligations within the building code.

Mike McKean (Inspector – Building Official)

Mike McKean has 35+ years’ experience in the construction industry, most of it was spent with the City of Waterloo Building Department. Mike has specialized in the inspection of many complex and large buildings. Prior to this Mike inspected residential buildings. With his extensive experience, Mike is a proven mentor for young team members in the municipalities he has worked in.

Karri-Anne Read (Municipal Services Manager)

Karri-Anne has over 20 years’ experience in customer service and operational organization. She is a graduate of Western University and St. Clair College. Karri-Anne has worked with RSM for the past five years in the roles of Operations Administrator, Permit Co-Ordinator, Manager of Plans Examination and presently, Manager of Municipal Services. She specializes in matching RSM’s customized services with the needs of each municipal client, guiding municipal teams through each project. Karri-Anne’s experience working within building department software systems such as Cloudpermit, Amanda and Citywide facilitates a smooth transition of services for both large and small municipalities.

Additional Plans Examination Support Staff

All support plans examiners are qualified and experienced in the areas that they provide services. Projects will be assigned to plans examiners based on the required qualifications and experience needed. All projects will be under the supervision of the CEO and our senior management team.

Key RSM Support Personnel

- Beth Moore – Chief Operating Officer
- Barb Gardham –Finance Manager
- Skylar Gaudreau – Finance Officer
- Shawnee Kraemer – Building Permit Coordinator
- Barbara Mocny – Senior Plans Examiner
- Megan Opersko – Plans Examiner
- Margaret Lawson –Plans Examiner & RSM Team Liaison
- Gage Sachs – Plans Examiner & Special Projects
- Laura Elliott – Training Development Manager
- Andrew Drager – Training and Media Coordinator

INSURANCE CERTIFICATES

RSM will provide the necessary insurance certificates and WSIB coverage for this contract.

1. Commercial General Liability Insurance – Named Certificate - \$5 million,
2. Professional Liability Insurance - Errors & Omissions Certificate - \$2 million, and
3. WSIB Clearance Certificate – available quarterly.

MUNICIPAL RESPONSIBILITIES

1. Communication

The Township shall provide instructions, guidance and assistance to the Consultant relating to the provision of the Services and use reasonable efforts to make available any relevant municipal documentation which are in its possession, for use by the Consultant.

2. Appointment By-Law

The municipality shall ensure that the staff of RSM Building Consultants are appointed as building officials as per Section 3-(2) of the Building Code Act.

Chief Building Official - *Devon Staley*

Deputy Chief Building Official - *Gerald Moore and Eugenio DiMeo*

Building Official - *Barbara Mocny, Megan Opersko, Margaret Lawson, Laura Elliott, Gage Sachs, Michael McKean, Grant Schwartzentruber, John Drahorat, Donald Johnson, John "Kip" Rennick, Andy Lamers, and Richard Ryan*

CONSULTING FEES

CBO Services: as per the attached **Fee Schedule C**.

Plans Examination Services: as per the attached **Fee Schedule A**.

Fees are determined by the type of project and its square footage.

Inspection Services: as per the attached **Fee Schedule B**.

This rate includes consultant preparation for each inspection, the inspection itself, completion of reports, correspondence/meetings, and submission of all relevant information.

Cloudpermit Integration Services: as per the attached **Fee Schedule C**.

Our regular fee for this integration service is \$5600, as it takes approximately thirty-five hours to complete. With Cloudpermit software being an integral part of RSM supporting your municipality as its full building department, we are pleased to offer a 50% discount for implementation. The fee would be \$2800.

Invoices for completed work will be submitted to the Municipality for payment at the end of each month. Payment will be due upon receipt of the invoice. HST is additional.

Respectfully submitted,

RSM BUILDING CONSULTANTS



Gerald Moore, CET, CBCO, CRBO

General Manager

BCIN Qualification No. 19949



SCHEDULE "A"

RSM SERVICE FEES

MARCH 2024

PLANS EXAMINATION SERVICES

OBC PART 9

Houses (<6458sf), Townhouses, Additions, Alterations,	
Sheds and Garages (>400sf)	\$397 plus \$37/100m ² , plus \$205/unit
Decks, Sheds, Garages & Res Additions (<400sf)	
<i>with</i> Designer	\$295
Decks, Sheds, Garages & Res Additions (<400sf)	
<i>without</i> Designer	\$395
Residential Apartments, Units Above Another	\$532 plus \$70/100m ² , plus \$205/unit
Non-Residential	\$532 plus \$70/100m ² , plus \$335/major occ.
Large Houses (>6458sf)	\$1200 plus \$70/100m ²
Firewall	\$295 in addition to base fee
Demolition	\$295

OBC PART 3

New Building or Addition	\$1200 plus \$70/100m ² , plus \$475/major occ.
Foundation/Underground Services	33% of Full Fee of New Building
Renovation or Alteration	\$532 plus \$70/100m ² , plus \$475/major occ.
Shell Permit	70% of Full Plans Exam Fee
Demolition	\$395

MISCELLANEOUS PLANS EXAMINATION

Change of Use (No Construction)	\$295 plus \$70/100m ²
Alternative Solution	\$798 plus \$95/linked pair
Hazardous Substance OBC/OFC	\$798
Mechanical (Plumbing, HVAC)	\$295 plus \$37/100m ²
Sewage System, Bunker Silo	\$295
Farm Building	\$397 plus \$37/100m ²
Life Safety	\$545

All Plans Exam fees include the initial review, deficiency list preparation, communication with applicant, any resubmitted reviews and final mark-ups.

Plans Exams >\$3000 - 50% invoiced when status letter sent to applicant.

80% of Plans Exam Fee is invoiced when deficient reviews reach 4 months.

Remaining 20% invoiced upon complete review.

Cancellation Policy: A. permit cancelled prior to initial review - \$295 minimum fee.

B. permit cancelled while review in progress - 80% of original fee.



SCHEDULE "A"

MARCH 2024

ADMINISTRATIVE SERVICES

Initial Workflow Set up of Services	\$295
Software Integration for Plans Exam	\$95/plans review
Software Integration with Administration Role for Plans Exam	\$195/plans review
Administrative Communication & Reporting	\$95/hr
Software Integration Set up (including Back Entering of Permits)	\$95/hr
Administrative Mentorship	\$95/hr

HST is additional.

RSM reserves the right to change fees without notice.
Email info@rsmbuildingconsultants.com for additional information.

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SCHEDULE "B"

RSM SERVICE FEES

MARCH 2024

INSPECTION SERVICES

Virtual Inspection	\$175/hr
Review & Prep Work for Virtual Inspection	\$175/hr
Inspection Mentorship - Job Shadowing and/or Weekly Discussion Meetings	\$175/hr
Dispatch Service for Virtual Inspections	\$53/inspection address/day
On-Site Inspection	\$160/hr
Mileage	\$0.70/km

On-Site Hourly Rate includes round trip travel time from consultants home office to Municipal Office.
Mileage rate applies if consultant required to use their own vehicle for inspections.

- Cancellation Policy:
- A. On-site inspection shift cancelled *with* 24hrs notice - no charge.
 - B. On-site inspection shift cancelled *without* 24hrs notice - 3 hour min charge.
 - C. Virtual inspection cancelled *with* 24hrs notice - no inspection charge. Dispatch service fees apply.
 - D. Virtual inspection cancelled *without* 24hrs notice - 1 hour min charge. Dispatch service fees apply.

HST is additional.

RSM reserves the right to change fees without notice.
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SCHEDULE "C"

RSM SERVICE FEES

MARCH 2024

CHIEF BUILDING OFFICIAL SERVICES

CBO PLANS EXAMINATION

CBO Review of a Municipal Part 9 Plan Review	\$350
CBO Review of a Municipal Part 3 Plan Review	\$800
CBO Review of an RSM Plan Review	65% Surcharge of Plans Exam Fee
CBO Review of an RSM Plan Review with Applicable Law	70% Surcharge of Plans Exam Fee
Zoning Review	\$160

CBO CONSULTING

CBO Communications	\$160/hr
Team Transition Support	\$160/hr
Building Official Mentorship	\$160/hr
Enforcement - Orders & Unsafe Buildings	\$175/hr
Department or Development Processes	\$175/hr

COMMENTS & LETTERS

Planning Application Review	\$425
Site Plan Comments	\$425
Minor Variance Comments	\$425
Consent/Severance Comments	\$425
Zoning Compliance Letter	\$425
Pre-Consultation Meeting, Document Review & Comments	\$630
AGCO Letter & Inspection	\$685

SPECIAL PROJECT SERVICES

COUNCIL PRESENTATION

The Role of the Building Department	\$875 (customization & council meeting)
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CLOUD PERMIT INTEGRATION

Implementation of initial set up PRIOR to launch	\$5600 (approx. 35hrs)
Implementation AFTER initial set up	\$9600 (approx. 60hrs)
Website Updates for Building Department	\$1,250
Building Forms, Checklists, Brochures for Website	\$725/item

BUILDING BY-LAW & FEE BY-LAW PROJECTS

These include an extensive review of existing by-law, recommendations and creation of the new by-law. Virtual presentation to council available. Contact RSM for pricing.

HST is additional.

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