

Date: 2021-01-05

Subject: **Request to Begin Procurement - Plans Review Services for Two-Unit Dwellings for a Two (2) Year Period**

Contact: Rick Conard, Chief Building Official, Director of Building, Planning, Building and Economic Development Department
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Report Number: Planning, Bld & Ec Dev-2022-051

Recommendations:

1. **That** the report titled: **Request to Begin Procurement - Plans Review Services for Two-Unit Dwellings for a Two (2) Year Period**, to the Planning and Development Committee Meeting of January 17, 2022 be received; and
2. **That** the Purchasing Agent be authorized to commence the procurement for Plans Review Services for Two-Unit Dwellings for a Two (2) Year Period.

Background:

The City of Brampton has seen unprecedented growth in the construction of two-unit dwellings. Relative to the surrounding municipalities, Brampton is experiencing a minimum of 10x the rate of applications for the registration of two-unit dwellings. The number of applications received have been doubling annually since the adoption of the two-unit dwelling registration by-law in 2015.

The Building Division has made several amendments to the review process and registration by-law in order to streamline the process; but is limited in its ability to respond to the need for additional resources by the annual budget process.

Despite the increased output capacity; over the last two years, the applications for second units have become backlogged.

Current Situation:

The review times for two-unit dwellings have reached 10 weeks (as of the date of this report), whereas the legislative review times for two-unit dwellings is 3 weeks (15 business days).

Additional full time complement has been requested, through the budget process, for 2022. However; the future demand for two-unit dwellings is difficult to predict and the on-boarding process for Plans Review staff is very time consuming. It can take 6 to 12 months to hire and on-board a fully qualified Plans Examiner.

The Building Division is seeking additional, flexible, capacity in our plans review section through the procurement of contracted plans review services. This contracted service would allow a more agile response to increases and decreases in application activity.

The City contract for these services is set to expire on or before October 14, 2022 given the funding remaining on the contract and the backlog of requests.

Scope of Contract

Plans review services related two-unit dwellings, on an as-needed basis, in order to maintain legislated service levels where it is not possible to do so through the services of our full-time staff complement.

Corporate Implications:

Purchasing Comments

A public Procurement Process will be conducted and the Bid submissions shall be evaluated in accordance with the published evaluation process within the bid document. Purchase approval shall be obtained in accordance with the Purchasing By-law.

All communication with Bidders involved in the procurement must occur formally, through the contact person identified in the Bid Document.

Financial Implications:

This initiative will be funded from the Building division's operating budget. Staff will ensure any additional funding required is incorporated in future budget submissions, subject to Council approval.

Term of Council Priorities:

This report supports the term of Council priority that Brampton be a Safe and Healthy City by ensuring that the accommodations provided to citizens meet the minimum health and safety standards that have been established, by the Province, through the Ontario Building Code.

Conclusion:

It is recommended that the Purchasing Agent be authorized to begin the procurement, as described in this report.

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