



Staff Report to Committee of the Whole of the Town of Perth

Date Presented: February 10, 2026
From: Cathy McNally, Director of Community Services
Subject: Environmental Services Shop – Project Update
Report Number: 2026- COW-2.5

For Information Only: Yes
Delegation: No
Presentation: Yes
Attachment(s): Yes

Recommendation:

As recommended by the Committee of the Whole, be it resolved that the Council of the Town of Perth receive for information the update regarding the proposed Environmental Services Garage and Office Building, as presented in Report 2026-COW-2.5.

Executive Summary:

The Environmental Services (ES) Shop Replacement Project has been progressing through preliminary design and engineering work to better understand site requirements, operational needs, and cost implications before Council considers next-stage approvals. This report provides an overview of the project status and next steps/timelines.

Strategic Plan:

Collaboration: We are committed to working with citizens, staff, community partners, investors, and other governments for the best interests and outcomes for our community

Greenhouse Gas Reduction Plan 2016-2030:

A new facility will provide significant energy savings and reduction in greenhouse gas emissions.

Background/Discussion:

Discussion

1. Architectural & Engineering Designs at 60% Completion

The project team is currently reviewing the 60% architectural and engineering drawings, prepared by the following consultants:

- Amy Rancier, Architect
- Eastern Engineering, Structural & Civil
- Morris Engineering, Mechanical

This design stage allows staff to refine operational requirements, confirm spatial needs, and identify any site constraints or cost considerations prior to advancing to tender-ready drawings. Our Technical Leads, the Director of Environmental Services and Manager of Surface Operations, provided initial feedback on the 60% drawings. Once those changes are complete by the consultants, a final detailed review session will be held with the ES Department later this month to consolidate operational input before the drawings move toward the next stage, which is 90% drawings.

2. RFQ for Contractor Pre-Qualification

To ensure a strong and capable pool of bidders once the project is ready to move forward, staff will be releasing a Request for Qualifications (RFQ) to pre-qualify contractors.

Purpose of Pre-Qualification:

- Confirm vendors have appropriate experience with municipal/industrial builds
- Reduce risk of non-compliant or low-capacity tender submissions
- Support a more efficient and higher-quality tender process
- Only firms that meet the RFQ criteria will be eligible to participate in the future construction tender.

3. Next Steps & Anticipated Timeline

The following steps are planned in order to bring a more complete package to Council for future approval:

February 2026

- ES team drawing review
- Release RFQ for contractor pre-qualification

March–April 2026

- Advance drawings from 60% to tender-ready
- Evaluate RFQ submissions and identify qualified contractors
- Update costing and prepare Council report seeking approval to proceed to tender

Options:

Option 1: Recommended:

As recommended by the Committee of the Whole, be it resolved that the Council of the Town of Perth receive for information the update regarding the proposed Environmental Services Garage and Office Building, as presented in Report 2026-COW-2.5.

Option 2: Not Recommended:

Do not accept the report.

Financial Considerations:

At this stage, no financial commitment is required from Council. The tendering process will inform a future report that will outline project costs, funding sources, and timing. Estimated additional costs related to site preparation (e.g., imported fill) are included in the preliminary financial planning.

Any further funding to complete the capital project would be determined through future Council deliberations once the design and associated project budget is finalized.

Applicable Policy/Legislation:

N/A

Others Consulted:

Directors, Architect, Engineers, Environmental Services Staff, CAO, Surveyors

Attachments:

[Assignment 1-Presentation-Environmental Services Shop-Project Update](#)

Respectfully submitted,

Cathy McNally, Director of Community Services

Approved by,

Michael Touw, CAO

ES Shop: Council Update

Cathy McNally | Director of
Community Services
February 10, 2026



RFQ + TENDER



RFQ Process

- Pre-qualify vendors via scoring system
- Must score 70/100; top six vendors make it through
- Release the tender to those qualified vendors

DRAWINGS STATUS



Drawings

- Completed first round reviews of 60% drawings from the architect and engineers (Civil, Structural and Mechanical)
- Working toward 90% drawings for March 2026 to move forward with tendering process

NEXT STEPS



Next Steps

- RFQ released mid-February
- Review Version 2 of 60% Drawings: Technical Leads feedback
- Present 60% drawings to ES Dept Team with Open House (end of February)
- Review RFQ Submissions: March
- Goal: Submit Tender to Pre-qualified Vendors by March 31, 2026