

EXPRESSION OF INTEREST

Contract for Chief Building Official Services Ear Falls, Ignace, Machin and Pickle Lake

The Township of Ear Falls, Township of Ignace, Municipality of Machin and Township of Pickle Lake are requesting Expressions of Interest for the provision of Chief Building Official Services.

The prospective Contractor would be responsible for the following Scope of Services:

- Maintaining regular office hours (1-2 days/month) in each municipality
- Receiving and responding to inquiries from members of the public (during office hours and remotely)
- Issuing Building Permits for each municipality
- Completing Building Inspections
- Completing regular reports on Building Activities within the Municipalities
- Completing required reporting for MPAC and for other authorities as required
- Enforcing municipal By-Laws respecting the Construction, Demolition and Change of Use Permits and Inspections. Copies of these By-Laws are available upon request.

Consideration may be given to applicants that are interested in providing services one or a combination of the municipalities (i.e. two of the four communities)

The prospective Contractor will possess:

- Post-secondary education in Architecture, Construction Technology or Civil Engineering or an equivalent combination of education and experience.
- Qualification by passing the Ministry of Municipal Affairs and Housing exams in the following categories: legal, house, small building, large & complex buildings, plumbing – all buildings, HVAC – house, building services and building structural.
- Membership or eligibility for membership with the Ontario Building Officials Association as a Certified Building Code Official (CBCO).
 - Alternate qualifications such as Building Code Qualified (BCQ) and/or demonstrated progress to achieve the CBCO/BCQ designation may be considered.
- Thorough working knowledge of the Building Code Act and the Ontario Building Code and other building related legislation/regulations/bylaws and related inspection processes
- Minimum of 2 - 5 years of progressive experience in the field relating to municipal building plans review and building inspection.
- Proven project management, planning, organization, analytical, decision making and problem-solving skills and sound technical experience.
- Excellent verbal/written communication and interpersonal skills; tact and diplomacy; effectively deliver consistent messages.
- Demonstrated level of professionalism and confidentiality with strong ethics. Maintain discretion and confidentiality.
- Knowledge of the Occupational Health and Safety Act and safety procedures.
- Valid "G" Driver's License in good standing.
- Computer literacy in MS Office utilizing word processing, spreadsheet, presentation and database software; Outlook and the Internet; general knowledge of GIS.

Expressions of Interest must include the following:

- Letter of Interest identifying:
 - ability to comply with the Scope of Services
 - qualifications and experience associated with filling the position
 - contract cost expectations
 - availability / schedule limitations
- Proof of Qualification

Submissions clearly marked, "Expression of Interest – Chief Building Official Services" will be received by mail or email to the Township of Ear Falls, P.O. Box 309, 2 Willow Crescent, Ear Falls, ON, P0V 1T0 or kballance@ear-falls.com, until:

October 4, 2017 at 11:00 a.m. local time:

Expressions of Interest will be evaluated following submission and selected proponent(s) will be invited to enter into negotiations with the municipalities. The municipalities reserve the right to reject any or all Expressions of Interest, to waive, irregularities and informalities therein, and to award any contract in the best interests of the municipalities in their sole unfettered discretion.

The Corporation of the Township of Ear Falls
Kimberly Ballance, Clerk Treasurer Administrator
P.O. Box 309, 2 Willow Crescent
Ear Falls, ON, P0V 1T0
Ph: (807) 222-3624 x 27 Fax: (807) 222-2384

The Corporation of the Township of Ignace
Chantelle Gascon, Acting CAO/Clerk Treasurer
P.O. Box 248, 34 Highway 17 West
Ignace, ON P0T 1T0
Ph: (807) 934-2202 x 1026 Fax: (807) 934-2864

The Corporation of the Municipality of Machin
Tammy Rob, Clerk Treasurer
Box 249, 75 Spruce Street
Vermilion Bay, Ontario, P0V 2V0
Ph: (807) 227-2633 x 22 Fax: (807) 227-5443

The Corporation of the Township of Pickle Lake
Erkki Pohjolainen, Clerk-Treasurer
P.O. Box 340, 2 Anne Street,
Pickle Lake, ON P0V 3A0
Ph: (807) 928-2034 x 222 Fax: (807) 928-2708