Community Services
Staff Report

REPORT NO:	CS-2025-08
TO:	Council
SUBMITTED BY:	Chris Catania, Director of Community Services
PREPARED BY:	Amber Schenck, Project Coordinator
REVIEWED BY:	Harold O'Krafka, Acting Chief Administrative Officer
DATE:	June 2, 2025
SUBJECT:	Award RFP 2025-11 WRC Aquatics Centre HVAC System Re-Design

---

RECOMMENDATION:

THAT Report CS-2025-08, Award RFP 2025-11 WRC Aquatics Centre HVAC System Re-Design be received for information and;

THAT Council convenes a Special Council Meeting immediately at the conclusion of this meeting to:

- Approve consulting services related to RFP 2025-11 to DEI Consulting Engineers Inc. for the WRC Aquatics Centre HVAC System Re-Design, as per their proposal submission dated April 24th, 2025, in the amount of $65,000, plus HST.

SUMMARY:

To provide Council information related to the WRC Aquatics Centre HVAC Re-Design and to seek Council approval of the consultant for the re-design phase of the HVAC project.

BACKGROUND:

Council approved in the 2025 Capital budget project #CS-2025-017 for the WRC Aquatics Centre Dry-O-Tron Replacement. This project would fund an experienced Mechanical Engineering firm to design a replacement HVAC system for the WRC Aquatics Centre. The facility currently relies on an end-of-life Dry-O-Tron unit, which is essential for managing the indoor air quality, humidity, and ambient temperature of the pool area. This project will ensure a complete, tender-ready design is available no later than November 2025, at which time, the designs will be presented to Council for review and consideration for a 2026 capital budget request for replacement.

REPORT:

The Dry-O-Tron system at the WRC Aquatics Centre is a specialized HVAC unit designed for high-humidity environments, such as indoor aquatic centers, where it controls air quality, stabilizes temperatures, and removes excess moisture to ensure comfort and safety for patrons and staff. However, the current and original unit has experienced severe degradation and recurrent failures, including ongoing issues with fan motors, a persistent freon leak, failure of the vibration flex connectors, heat exchangers, compressor breakdowns, corroded dehumidification coils, and outdated electronic controls that no longer reliably manage system operations. Each of these issues contributes to high annual operational costs and frequent interruptions in air quality and climate control, which are critical in maintaining a safe, comfortable environment for pool users and staff. Temporary repairs have become unsustainable as parts and components reach the end of serviceable life. A new HVAC design tailored to the Aquatics Centre's specific demands will resolve these issues, lowering maintenance costs, increasing system reliability and lower service disruptions.

Completing the design phase in 2025 will enable the awarded consultant to fully assess the facility's requirements, engage relevant Authorities Having Jurisdiction (AHJs), address regulatory needs, and identify long-lead-time equipment milestones. Additionally, design in 2025 will allow the consultant to produce a Class A construction cost estimate, informing the project team information for replacement in the 2026 capital budget. Without this preliminary step, the replacement HVAC system will be delayed resulting in a possible emergency replacement project, leading to escalated project costs and extended programming service disruptions.

Recognizing the existing Dry-O-Tron unit has reached the end of its serviceable life, the replacement of the HVAC system is imminent. By dividing this project into two distinct phases, Phase I: Design and Phase II: Construction, Community Services personnel will prioritize comprehensive preliminary project planning procedures.

Without thorough planning, there is a significant risk of encountering unforeseen issues late in the process, leading to increased project costs as mitigation measures are implemented. Investing the necessary time and resources in the design phase will ensure a more effective, efficient, and sustainable HVAC replacement project.

RFP 2025-11 WRC Aquatics Centre HVAC Re-Design - Competitive Procurement Process

Request for Proposal 2025-11 for the WRC Aquatics Centre HVAC Re-Design was released on Friday, March 28, 2025. A total of 10 firms responded and downloaded RFP documents. RFP 2025-11 was open for a period of 27 days, exceeding the public procurement industry standards and requirements. The RFP closed on Thursday, April 24th, 2025, with 3 firms submitting proposals.

Firms were weighed based on the following evaluation criteria: 1) Price, 2) Experience of the engineering design team, 3) Experience of the Firm with past projects that are similar in scope of work and 4) Understanding of the project and methodology. Additionally, Township staff performed due diligence with checked references provided.

RFP documents were reviewed by an evaluation committee consisting of the Director of Community Services, Project Coordinator, Supervisor of Aquatics and Supervisor of Arena Operations. The procurement and evaluation process was monitored by Financial Services.

Recommended Firm Specializes in Mechanical and Aquatic Engineering

DEO Consulting Engineers Inc was the highest scoring proponent in the proposal that weighed together a technical and fee structure. The fee of $65,000 excluding taxes is compliant within the approved 2025 capital budget.

Since 1999, DEI Consulting Engineers Inc. has been a leading engineering firm specializing in mechanical, electrical, refrigeration, aquatic, and sustainability engineering. DEI Consulting Engineers provide HVAC systems that are functional, energy-efficient, and cost-effective. Their philosophy centers on delivering engineering solutions that meet building and occupancy requirements while balancing sustainability, budgetary restraints, and operational efficiency.

DEI Consulting Inc. brings extensive experience in completing similar projects which includes pool dehumidification upgrades at Cornwall Aquatic Centre, Goderich YMCA, and Century Gardens Recreation Centre. Their portfolio includes successfully completed projects at the West End Recreation Centre for the City of Guelph, Victoria Park Community Centre for the Town of Ingersoll, Wilfrid Laurier University Athletic Complex, and at the Pyramid Centre for the Town of St. Mary's.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

Financial Stability

FINANCIAL CONSIDERATIONS:

Council approved 2025 Capital Budget Request CS-2025-017 at $70,000 for the Re-Design of the WRC Aquatics Centre HVAC. This is being funded through the Infrastructure Renewal Reserve Fund. Staff recommends Council approve the award of RFP 2025-11 to DEI Consulting Engineers Inc. in the amount of $65,000 excluding taxes for the re-design.

Budget and Funding Sources (All amounts listed are excluding taxes)

Phase 1: WRC Aquatics Centre HVAC Design	
2025 Capital Budget (Infrastructure Renewal Reserve Fund)	$70,000
RFP 2025-11 Award	$65,000

ATTACHMENTS:

None.