

Le Chateau Royal Condo Association

Garage restoration project- Multi level parking structure

May 07, 2026

Meeting called to order 4:05pm

Present via zoom; David, John, Rick, Michael C, Bill M, Norman, Martin

Meeting minute's no. 4

Issued by Michael Clarizio, Committee chair

Welcome message to a new member, Martin Rodriguez

This meeting was held in order to review the final version of the RFP, approve list of engineers and review timeline

Michael asked David to confirmed that an official notice from Le Chateau was sent out to the previous engineering firm S&D that we are terminating their contract, David confirmed that a letter was sent out last week and did not hear back from them, matter closed.

There was a consensus amongst the committee members that we should go forward with the final version of the **RFP** and invite 4 out of the 6 selected engineering firms to submit their proposals.

The following 4 engineering firms were selected by the committee members for the RFP;

HILLMAN ENG.,STRUCTURAL WORKSHOP,SWATSLAND ENG. AND CHARLAIRE & ASSOCIATES

Michael will provide a final RFP packet including the SIRS report with pertaining information only and digital drawing files specific to the garage restoration project selected from the cloud based files. David will prepare the packet and distribute to the invited engineering firms.

David and or Michael will notify all members of the timeline for the RFP submittals and receive each a digital copy (email) of the final RFP packet.

A timeline was established going forward;

- RFP, week of May 11th *(date and time of week to be confirmed once document compilation is complete)*
- 10 working days for submittal of proposals from date of issue
- David will receive the proposals on the 11th day and distribute the findings to all members for review
- Michael will pre-schedule a meeting for review of bids and start the selection process with interviews of the shortlisted firms if required.
- The garage committee will advise the Board of their proposed engineering partner, budget and contract documentation for approval.
- A start-up date for the engineering services will be issued following the Board's approval of the firm's contract. A provisional timeline of the project will then be established.

Many related questions and answers were initiated during the meeting;

-A video recording is available for all to view.

Meeting adjourned at 5:00 pm