



THE CORPORATION OF THE
TOWN OF SOUTH BRUCE PENINSULA
Request for Proposal
Municipal Asset Management Plan and Strategy

Reference No. RFP-19-03

Issue Date	January 15, 2019
Closing Date & Time	February 15, 2019, 4:30pm
Closing Location	Corporate Services Town of South Bruce Peninsula 315 George St, PO Box 301 Warton, Ontario N0H 2T0
Contact	Karmen Krueger, Director of Corporate Services Town of South Bruce Peninsula 315 George St, PO Box 301 Warton, Ontario N0H 2T0 tsbpfinance@bmts.com
Notice:	Late submissions will not be accepted

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1 INTRODUCTION

The Corporation of the Town of South Bruce Peninsula is an amalgamated municipality of the former Town of Wiarton, Township of Albemarle, Village of Hepworth and Township of Amabel. It is at the base of the Bruce Peninsula in Bruce County, between Lake Huron and Georgian Bay.

There are approximately 8,500 full-time residents residing in communities such as the Town of Wiarton, the villages of Hepworth, Allenford, Sauble Beach and smaller communities that include Red Bay, Hope Bay, Howdenvale and Oliphant. There is considerable summer influx of additional residents during the summer months as visitors flock to the areas towns and beaches.

The Town of South Bruce Peninsula's 2017 financial statements include capital assets with a cost of \$91,926,942 and a net book value of \$54,234,187. The financial statements are consolidated with BASWRA and include their proportionate share of capital assets.

The Municipality currently uses Great Plains accounting software and Citywide Asset Management software for the asset registry.

2 SCOPE OF WORK

The Town of South Bruce Peninsula recognizes the importance of asset management plans and the role that they will play in long-term and short-term decisions making as well as the significance of the information to the annual and long-term budgeting process. An asset management plan is a long-term, living document that needs to be consistently updated as new information becomes available. The Town is looking at building on existing asset management plans and strengthening the framework around collecting and maintaining asset information. Further, developing a corporate strategy around asset management is also critical.

The Municipality is seeking to select a qualified consultant to assist the Town in developing a Comprehensive Municipal Asset Management Plan which is in compliance with the Building Together: Guide for Municipal Asset Plans and will meet or exceed the Ontario Regulation 588/17 under the Infrastructure for Jobs and Prosperity Act, 2015 requirements and deadlines.

The tangible capital assets that are included in this RFP are:

- Roads
- Storm systems
- Buildings
- Bridges
- Culverts
- Sidewalks/Curbs
- Parking Lots
- Equipment
- Fleet
- Streetlights
- Land Improvements
- Water and Wastewater Systems (including both collection and distribution systems as well as production systems ie water treatment and sewage treatment)

2.1 REQUIRED

It is expected that the proponent meets the objectives set out in Section 4 of this RFP (below) to assist the Municipality in tracking information relating to the assets in a format which will be usable by the Municipality for managing inventory, updating the plan, as well as reporting.

The proponent will also provide a report to summarize the asset management plan and strategy for the Town of South Bruce Peninsula to Council for their adoption.

The Municipality has an existing asset management plan most recently updated in 2016, recently updated Bridge Condition Reports and a Road Needs Study updated in 2013. In general, we would be looking for the consultant to use existing available data combined with information gathered from staff. It is likely that the Consultant may need to do some minor fieldwork during the process. However, if the consultant when reviewing the information determines that sufficient information regarding certain asset categories of assets is lacking, the consultant may recommend that a field investigation be done outside of the scope of this RFP.

The Municipality is undertaking a new Roads Needs Study in 2019. While the timelines for the Roads Needs Study may not allow for the incorporation of the new data into the Asset Management Plan and Strategy, it is the expectation that the scope of this proposal will include incorporation of the new data into the Asset Management Plan and Strategy once available.

The Municipality is seeking a software solution that is designed to assist with asset management and budgeting. The Municipality currently uses Citywide's Tangible Asset module for its Asset Registry, and has the CPA Module for financial planning/budgeting. Great Plains is used as its accounting software. Ideally, any software solution would be able to utilize existing data contained within these tools, as well as include:

- Operational Planning: capability of producing single or multi-year budgets and plans
- Capital Planning: capability of planning for capital projects, which may span multiple years, and would link together with the forecasted replacement schedule resulting from the AMP. The goal is to enable us to develop long-term financial plans based on the projected capital replacement schedule developed through the AMP process.

3 TIMELINES

All deliverables established in the RFP will be mapped out between the Municipality and the Consultant upon acceptance of the proposal. Work is expected to begin as soon as possible, and to meet deadlines outlined in Ontario Regulation 588/17 Asset Management Planning for Municipal Infrastructure.

It is recognized that there are several milestone dates outlined within the O. Reg. spanning 2019-2021. The initial objective is to meet the immediate deadlines however the Town will consider proposals that also address upcoming deadlines as outlined in the O.Reg. and consider a multi-phased award.

4 OBJECTIVES

4.1 STATE OF LOCAL INFRASTRUCTURE

- Establish the current levels of service being provided for each asset category
- Ensure the completeness of data for each asset category, including:
 - i. a summary of the assets in the category
 - ii. the replacement cost of the assets in the category
 - iii. the average age of the assets in the category, determined by assessing the average age of the components of the assets
 - iv. the information available on the condition of the assets in the category, and
 - v. a description of the municipality's approach to assessing the condition of the assets in the category, based on recognized and generally accepted good engineering practices where appropriate.
- Establish the current performance of each asset category
- Determine lifecycle activities and costs to maintain current levels of service
- Determine the impact of growth on current levels of service

DELIVERABLE: Each asset category will be assigned a replacement cost, age, condition rating, risk, current performance level, and an overall priority level.

4.2 PROPOSED SERVICE LEVELS

- To establish the desired levels of service for each asset category based on input from Council, Staff and the Public and develop models for any future acquisitions;
 - This should include an analysis of existing service levels and outcomes from the Asset Management Plan updates for Roads, Bridges and Sidewalks to assist Council in defining appropriate service levels (this could be in the form of a sensitivity analysis)
- Lifecycle planning, condition assessment, risk analysis, levels of service, and project prioritization;
- Consultant to work with staff on assessing each asset for service levels
- Determine lifecycle activities and costs to maintain proposed levels of service
- Determine the impact of growth on proposed levels of service

DELIVERABLE: Each asset will be assigned a rating for condition, risk, proposed service levels and an overall priority level.

4.3 FINANCIAL STRATEGY AND REPORTING

- Develop a policy and strategy for determining how the Municipality should be

- budgeting annually for the replacement of assets for a minimum of 20 years
- The financing strategy must be fair, reasonable and achievable and must reflect the Municipality's ability to pay
- Engaging Council in developing a financing/budgeting plan

DELIVERABLE: Municipal financial plan for 20 years including various sources of funding recommended for capital asset planning, including establishing minimum reserve fund levels.

5 REQUIREMENTS OF THE SUBMISSION

- One (1) original electronic submission plus three (3) hard copies of your proposal
- A summary of the staff assigned to this project, their anticipated roles/expertise and their hourly rates for the purpose of determining any extra work approved in writing by the Municipality
- A proposed work plan for the project, including timeline
- A maximum upset price for the work program and a maximum price for disbursements
- Evidence of long-term strength, viability and flexibility to assist with the requirements of the Municipality, but have the ability to anticipate the Municipality's needs and respond with innovative solutions
- Evidence of municipal experience with the development of Capital Asset Plans in Ontario including a list of current or past municipal clients of similar size
- A list of three (3) references including contact names, address, phone numbers and email address
- Cost Sheet – Appendix A (completed with authorized signature)
- Reference to addendum(s) – if any

Failure to submit the above may result in the submission being disqualified without further review.

6 SUBMISSION OF PROPOSAL

The submission is to be submitted in sealed envelopes clearly marked with the submission's name (Appendix D – Submission Label) and submitted to the individual noted below on or before the closing date and time. Submissions must be written in ink or type written. Erasure, overwriting or strike-outs must be initialed by the person signing on behalf of the proponent.

The cost proposal must be submitted in a separate, sealed clearly labeled envelope. Quality factor scores will be finalized based on material included in the proposal submissions. The cost proposal envelopes will only be opened and scored after the quality

factor scores have been finalized. The successful proponent will be the one with the highest overall score.

Proponents who include their cost proposal in the technical requirements envelope will be disqualified.

Note: Should you decide to not use the Submission Label provided, the front of your envelope must indicate ALL of the information as shown in Appendix D”.

If sending your submission by courier, please put the label on the outside of the courier package.

The Town of South Bruce Peninsula cannot be held responsible for documents submitted in envelopes that are not labeled in accordance with the above instructions.

Fax, e-mail or other electronic submissions are not acceptable.

Submissions shall not be accepted after the closing date and time. Proponents may not make modifications to their submissions after the closing date and time.

All submissions shall become the property of the Town of South Bruce Peninsula.

It is the responsibility of each proponent to submit all required documents as outline in this RFP Failure to provide a submission on all options set out will disqualify your submission.

<p style="text-align: center;">Corporate Services Department Town of South Bruce Peninsula 315 George St, PO Box 310 Warton, Ontario N0H 2T0 Reference: RFP-19-03 Municipal Asset Management Plan and Strategy</p>

6.1 QUESTIONS AND ANSWERS

To ensure fairness to all Proponents, any and all questions that require detailed clarification or that may materially alter this submission shall be submitted in writing (email form is acceptable) by February 5 at 12:00 p.m.

The Municipality reserves the right to not respond to any questions after this date.

Should any error, ambiguity, divergence, omission, oversight, contradiction, or item subject to interpretation be identified in this submission, the Proponent shall, as it is discovered, notify the primary contact (in writing) requesting instruction,

decision, direction or clarification of same. The primary contact will determine the extent of resolution required.

Questions and requests for clarification can be directed to:

Karmen Krueger, CPA, CA
Director of Corporate Services/Treasurer
315 George St, PO Box 310
Warton, Ontario
N0H 2T0
tsbpfinance@bmts.com

Any revision to this RFP will be issued as an addendum to all proponents.

7 GENERAL INSTRUCTIONS TO PROPONENTS

7.1 CLOSING DATE/TIME

Submissions must be received by Corporate Services no later than February 15, 2019 at 4:30 p.m.

Submissions received later than the specified closing date and time will be returned unopened to the proponent.

7.2 IDENTIFICATION

Each submission shall contain the full name of the proponent, and be duly signed by a person with binding corporate authority.

7.3 CONFLICT OF INTEREST

The proponent hereby declares by submitting a proposal that they do not and will not have any conflict of interest, actual or potential, by providing a submission.

7.4 ACKNOWLEDGEMENT

The proponent acknowledges that they have carefully reviewed this RFP, including any and all other related relevant documents, and understands the scope of work proposed; further, they confirm that their submission is based entirely on the terms, specifications, requirements and conditions as set out in the RFP document.

Upon awarding the RFP, the RFP will be deemed to be a "Contract" between the Successful Proponent ("Proponent") and the Town of South Bruce Peninsula ("Municipality").

7.5 ACCEPTANCE OR REJECTION OF SUBMISSIONS

The Municipality reserves the right to reject any and/or all submissions received. The Municipality reserves the right to accept or reject any of the provisional items included with the required submissions. The Municipality is not under any

obligation to award a contract, and reserves the right to terminate the RFP at any time for any reason, and to withdraw from discussions with all or any of the proponents who have responded.

The Municipality reserves the right to waive formalities for the acceptance of submission as the interests of the Municipality may require.

The receipt and opening of a submission does not constitute acceptance of any submission. Further, any incomplete information, not properly signed/dated, submissions received after the closing date/time, will be rejected as incomplete.

7.6 AMENDMENT OR WITHDRAWAL OF SUBMISSIONS

The proponent may amend or withdraw their submission prior to the closing date and time by submitting a clear and detailed written notice to the RFP contact. All submissions become irrevocable after the closing date and time.

7.7 ACCEPTANCE OF SUBMISSION

If the proponents submission is accepted, the proponent agrees to execute an agreement to undertake the scope of work as defined in this RFP within 30 (thirty) days of Notice of Award to the successful proponent.

The successful Proponent will be required to provide the following documentation within (7) days of notification of award.

- Certificate of Insurance as required under Insurance Requirements
- WSIB Clearance Certificate
- Completed Occupational Health and Safety Responsibility Compliance form (Appendix B)

7.8 BINDING AGREEMENT

All submissions received shall be final and binding for a period of 90 (ninety) days from the closing date and time of the request for procurement and not be altered by a subsequent offerings, discussions or commitments unless it is otherwise indicated in the request for procurement document. After the binding period, the submissions shall be deemed to be closed. The Municipality would consider using the MEA/CEO standard consulting agreement if requested.

7.9 SUBMISSION COST

The Municipality will not reimburse any proponent for any costs related to the preparation of a submission response to this RFP. Without foregoing any generalities, this shall extend to any onsite review, presentations, and any supplemental information provided, and shall also extend to subsequent negotiations, if any, with the Municipality.

7.10 ADDENDA

In the event that questions/responses to the RFP require amendments or modifications to the original document, such amendments shall be posted on the Town of South Bruce Peninsula website. It is the proponents’ sole responsibility to review the aforementioned website for any amendments/modifications to this RFP.

8 EVALUATION CRITERIA

The Municipality will not necessarily accept the lowest price or any submission. Any implication that the lowest price or any submission will be accepted is hereby expressly negated.

Each response to this RFP will be evaluated to determine the degree to which it responds to the requirements as set out. Other factors in addition to price will be considered when submissions are evaluated. Factors to be considered will include, but not necessarily be limited to:

Evaluation Criteria	Weight
Team experience, qualifications, and successful completion of similar projects	25%
Demonstrated understanding of the project and scope of work	25%
Proposed Methodology & Timeline	30%
Fee structure to complete the project	20%
Total	100%

8.1 INTERVIEW

Depending on the initial evaluation, an interview may be required to provide clarification of the proposal.

9 PAYMENT CONDITIONS

- If required certificates or confirmation as outlined in the request for procurement have not been provided to the Municipality, invoices will be held until such time that they are received.
- The Municipality’s preferred method of payment is currently via cheque, but this could change to Electronic Funds Transfer (EFT) at a later date.
- The Municipality shall reimburse the Proponent for travel and other expenses as identified in this contract, or as authorized in writing, in advance by Proponent. The Proponent shall provide a detailed itemization of expenses, including description, amounts and dates, and receipts for amounts as requested by the Purchaser.

The amount reimbursed to the Proponent is included in calculating the total amount spent under this contract unless specified otherwise in the agreement.

10 CONFIDENTIALITY AND FREEDOM OF INFORMATION

All correspondence, documentation and information provided to staff of the Municipality by any proponent in connection with, or arising out of this request for procurement will become the property of the Municipality and as such is subject to the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA), and may be released, pursuant to the Act.

11 CONTRACTOR HEALTH AND SAFETY RESPONSIBILITY AGREEMENT

The Proponent must sign off the Municipality's Occupational Health and Safety Compliance form as outlined in Appendix B.

12 INSURANCE REQUIREMENTS

The successful proponent, and each and every sub-contractor (if applicable) shall, for the term of the contract, maintain full, necessary and adequate insurance with insurers licensed to carry on business in the Province of Ontario, at their own expense.

Such coverage must be maintained and in effect continuously while the work is in progress.

Certificates must provide; for thirty (30) days' notice to the Municipality in the event of cancellation or in the event of non-renewal of an Insurance Policy or pertinent coverage.

GENERAL LIABILITY

- \$2,000,000 per occurrence
- Coverage to include but not limited to Bodily Injury including Death, Personal Injury, Property Damage, Contractual Liability, Products and Completed Operations and Non-Owned Automobile
- Corporation of the Town of South Bruce Peninsula named as an additional insured

PROFESSIONAL (ERRORS & OMISSIONS) LIABILITY

- \$2,000,000 per claim
- Includes coverage for all errors and omissions made by the professional in the rendering of, or failure to render, professional services in connection with the Contract resulting in a loss
- If property damage, personal injury or bodily injury resulting from an Error or Omission is excluded under the General Liability policy, it must be considered an insurable loss under the Professional Liability policy

12.1 CERTIFICATE OF INSURANCE

Prior to commencement of the Work and upon the placement, renewal, amendment, or extension of all or any part of the insurance, the Proponent shall promptly provide the Municipality with confirmation of coverage and a certificate naming the Municipality as additional insured.

12.2 WORKPLACE SAFETY AND INSURANCE BOARD CLEARANCE

A Clearance Certificate or Letter of Independent Contractor Status issued by the Workplace Safety Insurance Board (WSIB) directly to the Municipality is required to be submitted prior to the final awarding of the contract to the successful proponent.

13 APPENDIX A – SUMMARY COST SHEET
RFP-19-03
MUNICIPAL ASSET MANAGEMENT PLAN AND STRATEGY

RATES:

	Fee	HST	Total
Required:			
Consulting fees for non-software related costs associated with the Municipal Asset Management Plan and Strategy			
Other:			

DATE: _____

PROPONENT _____

Name

Address

City

Province

Postal Code

Telephone Number

Fax Number

E-mail Address

Authorized Signature

Printed Name and Position

14 APPENDIX B – CONTRACTOR OCCUPATIONAL HEALTH AND SAFETY COMPLIANCE FORM

TOWN OF SOUTH BRUCE PENINSULA

NOTICE TO ALL CONTRACTORS

CORPORATE STATEMENT OCCUPATIONAL HEALTH AND SAFETY

The Corporation of the Town of South Bruce Peninsula is committed to ensuring that a high standard of health and safety is provided and maintained for all employees, visitors, guests, contractors, agents and others on our premises.

ALL CONTRACTORS/SUPPLIERS SHALL:

1. Demonstrate establishment and maintenance of health and safety program with objectives and standards consistent with applicable legislation. This information will be documented in a meeting where at least one representative of the municipality and contractor are in attendance.
2. Submit a copy of past accident records and Workers' Compensation Board Number.
3. Include health and safety provisions in their management systems to reach and maintain consistently a high level of health and safety.
4. Ensure that workers in their employ are aware of hazardous substances that may be in use at their place of work and wear appropriate personal protective equipment as may be required.
5. Upon request at any time from award to completion of contract, submit proof of fulfilment of above responsibilities. This proof may but is not limited to a copy of the organization's own Health & Safety Policy, copies of training sessions, copies of logs documenting training/discussions.
6. Must comply with Workplace Safety Insurance Board (WSIB) premiums.
7. The Contractor/Supplier shall sign-off on the corporate occupational health & safety form stating his agreement to comply.

Your co-operation and assistance in this matter is appreciated and vital to the Health and Safety of all.

15 APPENDIX C – SUBMISSION LABEL

Firm Name: _____

Address: _____

**Corporate Services
Town of South Bruce Peninsula
315 George St, PO Box 310
Warton, On N0H 2T0
Reference: RFP 19-03
Municipal Asset Management Plan and Strategy**