



Request for Proposal

Issue Date: September 23, 2019

PROJECT:**2019 Asset Management Planning Program****MUNICIPALITY:**

Town of Lake Cowichan

OVERVIEW:

The Town of Lake Cowichan is inviting qualified firms or individuals to submit proposals for the development of an Asset Management (AM) Plan.

BACKGROUND:

Like many communities in BC, the Town has historically managed its assets separately from one another and on an as-needed basis. The Town seeks to manage its assets in a comprehensive, future-oriented, and sustainable fashion in accordance with new provincial standards.

The Town's assets include:

- roads, sidewalks, parks and trails,
- water system including a reservoir, treatment plant and booster stations,
- sanitary sewer system including a sewage treatment facility and lift stations, and
- buildings, including Town offices, public works yard, health unit, centennial hall, senior's centre and various buildings at education centre and campground.

PROJECT OBJECTIVES:

Preparation of an Asset Management (AM) Plan that will

1. complement existing Town AM Policy & Objectives,
2. enhance and formalize current practices,
3. bring Town practices in line with the BC AM Framework, and
4. prepare the Town for effective AM implementation. Ultimately, we hope to achieve a sustainable AM service delivery that will efficiently and effectively serve Town residents for generations to come.

PROJECT TASKS:

1. Review existing Town documents and procedures related to AM: AM Policy & Objectives, AM Readiness assessment
2. Review of Town's audited Financial Statements, and Asset Inventories
3. Review the recommendations of infrastructure system reports (see list of supporting background material, below)
4. Interview all Town staff with responsibilities in AM: Director of Finance, Superintendent of Public Works, CAO, consulting town planner.



PROJECT DELIVERABLES:

1. Draft AM Plan that includes recommendations on the following plan components (not exhaustive):
 - a. Cross-functional team mandate and best practices
 - b. Clarify and outline asset classes
 - c. Develop standardized rating system for asset conditions
 - d. Identify/describe assets and service risks
 - e. Identify activities and programs for each service area
 - f. Define levels of service
 - g. Describe capital, maintenance and operational objectives
 - h. Set priorities for asset planning for 1, 5 and 10 years
 - i. Provide strategies to meeting AM objectives
 - j. Necessary future improvements to plan
2. Recommend appropriate software tools or spreadsheet design for implementation.

PROJECT EXPECTATIONS:

The AM Plan must be a readable and user-friendly living document that can be continuously improved to incorporate new information and changing requirements.

The consultant will be required to consult directly with staff at the beginning, intermediate and final stages in the development of the AM Plan.

The AM plan must demonstrate

1. efficiency for future implementation,
2. suitability for a small town, and
3. high value relative to its financial and time cost.

COMPLETION TIMEFRAME: March 31, 2020

SUPPORTING BACKGROUND MATERIAL

The successful proponent will receive access to the following studies and reports:

1. Town of Lake Cowichan Integrated Rainwater Management Plan 2014 (and GIS 2015), Kerr Wood Leidal Consulting Engineers
2. Hydraulic Capacity and Modeling Analysis (Water Source & Water System Upgrade) – Final Report, GeoAdvice Engineering Inc. 2019
3. Infiltration and Inflow Assessment, Review of the 2008 Sanitary Sewer Flow Monitoring Program -2013, Opus Dayton Knight
4. Town of Lake Cowichan Road Assessment Map 2019

PROJECT CONSULTANT BUDGET: \$35,000, exclusive of GST

SUBMISSION CONTENT: Proposals shall respond to the information contained within this RFP document and should include the following:

Proposed Work Program

The work program shall specifically outline tasks and deliverables.

Proposed Schedule

The schedule should provide detailed estimates for project components and include a timeline estimate for the deliverables. It is anticipated that the project should be completed within three months following contract signing.

Consultant Qualifications

This community seeks a firm or individual with experience in asset management.

The submission shall provide the following details:

- Firm(s') name, address, email and brief firm description;
- References from clients for comparable work undertaken; and
- Firm(s') professional experience in completing projects of a similar nature and subject matter.

Budget

The proposals shall provide the following budgetary details:

- Itemized costs for completing all tasks and deliverables
- Breakdown of time of each consultant team member; and
- Estimation of expenses and taxes.

EVALUATION CRITERIA: During the evaluation process any or all of the firms may be invited for a telephone interview at their own expense. Consultants will be evaluated specifically on:

- Quality of the proposal (10%);
- Responsiveness to the requirements of the RFP (20%);
- Qualifications and relevant experience (20%);
- Understanding of the project (20%);
- Quality of work experience (20%); and
- Proposed budget and ability to complete the work (10%).

The Town reserves the right to reject any or all submissions, to waive informalities and irregularities in the submissions received and accept any proportion of any submission if deemed in the best interest of the project and the Town.

All materials submitted regarding this RFP and deliverables from the subsequent contract with the successful consultant will

become the property of the Town. The Town is not liable for any costs incurred by entities prior to the execution of the contract.

INSURANCE:

Any Contract resulting from this RFP will require that the Consultant, without limiting its obligations or liabilities and at its own expense, provide and maintain throughout the Contract term, comprehensive commercial general liability insurance in an amount not less than \$2,000,000 inclusive per occurrence, insuring against bodily injury and property damage and including liability assumed under the Contract. The Town is to be added as an additional insured and the policy shall contain a cross liability clause. The Consultant will provide the Town with evidence of the required insurance in the form of a certificate of insurance, upon execution and delivery of the Contract.

The Consultant will provide and maintain professional liability insurance in an amount not less than \$1,000,000 insuring the Consultant's liability resulting from errors and omissions in the performance of professional services under the Contract.

REGISTRATION WITH WORKSAFE BC:

The Consultant and any approved sub-consultants must be registered with the WorkSafe BC, in which case WorkSafe BC coverage must be maintained for the duration of the Contract. Prior to receiving any payment, the Consultant may be required to submit a WorkSafe BC Clearance Letter indicating that all assessments have been paid. The Consultant shall abide by all provisions of the Workers Compensation Act of British Columbia and must sign a safety agreement in the form provided by the town.

SUBMISSION REQUIREMENTS: Proposals marked 'AM-2019' must be received no later than **4 pm on Friday, October 18, 2019** as one digital copy, by email or flash drive.

Proposals and inquiries shall be addressed to:

Joseph A. Fernandez, Chief Administrative Officer
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39 South Shore Road
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