

Municipality of Dysart et al

P.O. Box 389,
135 Maple Avenue,
Haliburton, Ontario K0M 1S0

www.dysartetal.ca



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"The Heart of the Highlands"

REQUEST FOR PROPOSAL (RFP)

DEVELOPMENT of an ASSET MANAGEMENT PLAN

Issue Date: March 5, 2019

Closing Date: March 29, 2019

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Municipality of Dysart et al
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INTRODUCTION

The Municipality of Dysart et al is inviting proposals from consultants for the provision of professional services for the development of a comprehensive Asset Management Plan, in accordance with the current legislation, that will assist the Municipality in making the best possible decisions regarding the building, operating, maintaining, renewing, replacing and disposing of infrastructure assets.

BACKGROUND

Located in the County of Haliburton, The Municipality of Dysart et al is a lower tier Municipality comprised of the geographic townships of Dysart, Dudley, Harcourt, Guilford, Harburn, Bruton, Havelock, Eyre and Clyde. The rural setting extends from Haliburton in the south to Algonquin Park in the north, encompassing an area of 1,483 square kilometers with an urban center in the Village of Haliburton. Other hamlets throughout the Municipality include Eagle Lake, West Guilford, Fort Irwin and Harcourt.

The permanent population of Municipality of Dysart et al in 2016 was 6,280 and represents a 5.3% growth over the 2011 population of 5,966. Residing in the heart of cottage country, the Municipality of Dysart et al has a high seasonal population, which is estimated to be 16,350. The seasonal population and tourist traffic during the summer months puts a strain on the Municipality's infrastructure, particularly the transportation network.

The Village of Haliburton has a waterfront parkland that has a band shell, numerous playgrounds, beach area, municipal docks and boat launch. The parkland is a destination for festivals and events during the year.

The municipal roads and bridges infrastructure consists of 14 bridges, 3 culverts, 198 km of paved roads and 119 km of unpaved roads.

The wastewater collection system services the Village of Haliburton and is comprised of collection lines, sewage treatment plant, force main and sewage pumping stations.

There are 5 active landfills throughout the Municipality that provide varying services.

The Municipality is currently implementing Decision Optimization Technology (DOT) which is a Roads Capital Planning Software. A visual condition assessment of the road network will take place in 2019.

INTENT OF PROPOSAL

The Province of Ontario released its publication “Building Together: Guide for Municipal Asset Management Plans” in August 2012, providing very detailed specifications for the development of comprehensive Asset Management Plans by Municipalities.

The Association of Municipalities of Ontario (AMO) is the Provincial partner with the Federal Government for the distribution of Federal Gas Tax funds to Municipalities in the Province of Ontario. As part of the current funds agreement, recipients of Federal Gas Tax funds are required to have in place asset management plans which encompass all assets for eligible project categories by December 31, 2016.

The current Asset Management Plan, developed in 2013, reports “core infrastructure assets” only and does not meet the current reporting requirements under the Federal Gas Tax agreement. The previous Asset Management Plan is located on the Municipal website under the following web link:

<https://www.dysartetal.ca/wp-content/uploads/2014/06/2013-Asset-Management-Plan1.pdf>

In an effort to meet the expectations of the Province, AMO and the Federal Government, and to support future grant applications for infrastructure replacement, rehabilitation or renewal, the Municipality of Dysart et al (hereinafter referred to as the “Municipality”) wishes to engage the services of a consultant to develop a comprehensive Asset Management Plan for all asset categories.

PROJECT SCOPE

1. The project will develop and deliver a comprehensive Asset Management Plan for the Municipality for all assets.
2. The proposal is to provide an optional asset management software, including implementation, capable of planning, analysis and reporting for asset management and capital budgeting purposes.

The Municipality reserves the right to award Part 1 and 2 separately. The Municipality also reserves the right not to award Part 2 at its discretion.

A mandatory requirement of Part 1 is that the Asset Management Plan be provided electronically in a format which can be uploaded or manipulated into a future asset management software of the Municipality’s financial software.

Project Activities

- a. Review of the Asset Management materials and other infrastructure documents as provided by the Municipality.
- b. Discuss with the management of the Municipality at the onset of the project to clearly explain all project goals and previous history of the Municipality.
- c. On the ground inspection of all Municipal infrastructure.
- d. Based on the above information, develop a detailed Asset Management Plan.
- e. Draft plan to be reviewed with management prior to final plan being presented to Council.

ASSET MANAGEMENT PLAN

The Municipality's Asset Management Plan must be prepared to include all asset classes that are included in the Financial Information Return. The Asset Management Plan must meet the requirement of Ontario Regulation 588/17 and the AMO Federal Gas Tax Guideline and any other applicable law.

It is the intent of the Municipality to maintain the database and comprehensive Asset Management Plan independently in the future. The proponent must ensure that the Asset Management Plan is in a format that is suitable for the Municipality to maintain.

The following provides an indication of the expectations of the Municipality for each topic:

1. Executive Summary

The Executive Summary should provide an overview of the plan that can be extracted for publication and/or report purposes.

2. Introduction

This section will provide sufficient detail to use as a supporting document for the Executive Summary, tying together the long term planning documents within the Municipal structure.

3. Asset Management Policy

Specific and/or formal strategies have not been determined or documented by the Municipality. The plan should identify the infrastructure spending gap. The proponent shall facilitate a session with the Municipality to determine and document appropriate asset management strategies and incorporate planning for prioritization over a 10 year plan.

4. State of Local Infrastructure

- Current levels of service
- Asset (inventory) analysis
- Current performance of assets
- Lifecycle activities and costs to maintain current levels of service
- Impacts of growth on current levels of service

5. Proposed Levels of Service

- Proposed levels of service
- Proposed performance of assets
- Lifecycle activities and costs to achieve proposed levels of service
- Financial strategy
- Impacts of growth on proposed levels of service

6. Integration with Existing Software

The Municipality's asset registry is maintained in MS Excel and currently being transferred to the Fixed Asset Module within Dynamics GP. The Municipality's financial software is Dynamics GP and any software solution intended by the Proponent should integrate with that software if possible.

7. Financing Strategy

This section is critical to the success of the Asset Management Plan in terms of Council support, implementation and on-going use. The financial strategy must be reasonable and achievable and must reflect the Municipality's ability to pay.

The successful consultant must submit the completed study in electronic format and paper format. The final report must be presented to the Municipality of Dysart et al Council after completion of the project. All Municipal information provided is not to be used for any purpose other than for this project without the written permission of the Municipality.

The Municipality recognizes there are varying degrees of detail that can be provided through a study such as an Asset Management Plan. We are not looking for a plan that barely meets Provincial and Federal requirement; neither are we looking to have a highly detailed plan that is onerous to build, document and maintain. The Municipality would prefer a reasonable level of detail, easy to understand and readily communicable to a wide variety of stakeholders including Staff, Council and Public. The "reasonable" level of detail will be determined in part by the asset inventory listing provided by the Municipality, in part by the Proponent's recommendations and in part through discussion and negotiation as the project proceeds.

TIMELINES

ITEM	DATE
Issue of RFP	March 5, 2019
Deadline for Submission	March 29, 2019
Award of RFP	April 23, 2019
Presentation of Draft Report	October 2019
Presentation of Final Report	November 2019

PROPOSAL SUBMITTED BY CONSULTANT

The proposal prepared by the consultant will clearly indicate that the study will be carried out in accordance with the information outlined in this request for proposal prepared by the Municipality of Dysart et al.

The consultant's proposal must contain at least, but is not necessarily limited to, the following:

- a) A work schedule showing the timing of the major tasks or milestones;
- b) The method by which your company will achieve project goals;
- c) Previous related work, highlighting your experience and expertise with similar projects;
- d) Identify the project manager and other staff (if required) and list the responsibilities of each. Qualifications of the project manager and key project staff should be outlined.
- e) Maximum total cost of the study broken down by tasks, meetings, printing costs and other disbursements listed separately, but must be included in the tender price;
- f) Hourly rates for key personnel involved in the study and an estimate of the number of hours that the project staff will spend on each specific task; and
- g) Cover sheet – the proposal must include the completed RFP Cover Sheet as provided in Appendix A.

PRICING AND ADDITIONAL WORK

The consultant will provide a guaranteed maximum price for the project, and shall abide by the price stated. No further payments beyond the contract amount will be made for any additional service required to provide a satisfactory deliverable. If additional requirements are requested by the Municipality beyond the original scope of work described in the RFP, the cost of these services would be negotiated between the Municipality and the company that has been selected to perform the work. Any additional work will only be undertaken based on a request in writing from the Municipality.

INVOICING

The Municipality's standard terms of payment are net thirty (30) calendar days from the date of invoice. Vendor payment shall be made via EFT. The proposal should outline any payment schedule in terms of milestones.

CHANGES TO PROPOSAL

Consultants may not make modifications to the proposals after the proposal submission date except as may be allowed by the Municipality.

MUNICIPALITY'S USE OF PROPOSAL

The Municipality may reproduce the vendor's proposal and any supporting documentation for internal use only.

ERRORS AND OMISSIONS

The Municipality will not be held liable for any errors or omissions in any part of this RFP. While the Municipality has used considerable efforts to ensure an accurate representation of information in this RFP, the information contained herein is supplied solely as a guideline for responding vendors. The information is not guaranteed or warranted to be accurate by the Municipality, nor is it necessarily comprehensive or exhaustive. Nothing in the RFP is intended to relieve companies from forming their own opinions and conclusions with respect to the matters addressed in the RFP.

Should a consultant find omissions from, or discrepancies in, any of the proposal documents or should the consultant be in doubt as to the meaning of any part of such documents, the consultant should notify Barbara Swannell, Treasurer, in writing, without delay. If the Municipality considers that a correction, explanation or interpretation is necessary or desirable, an addendum will be issued and posted on the Municipality's website.

No oral explanation or interpretation will modify any of the requirements or provisions of the proposed documents.

All questions, errors or omissions must be brought to our attention no later than five (5) days prior to closing of the request for proposal.

ADDENDA

If required, addenda will be posted on the Municipality's website.

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It is the consultant's responsibility to ensure all addenda have been read and noted.

VENDOR EXPENSE

Any expenses incurred by the consultant in the preparation of the proposal submission are entirely the responsibility of the consultant and will not be charged to the Municipality.

ACCEPTANCE OR REJECTION OF PROPOSAL

The Municipality reserves the right to reject any or all proposals and to waive formalities as the interests of the Municipality may require without stating reasons.

Notwithstanding and without restricting the generality of the statement immediately above, the Municipality will not be required to award and accept a proposal:

- When only one (1) proposal has been received as a result of the current Request for Proposals;
- Based on price (i.e.: the lowest price);
- When all proposals received fail to comply with the specifications or proposal terms and conditions;
- Where a change in the scope of work or specifications is required; and/or
- Where the proposal documents do not state a definite work schedule and a submitted proposal is based on an unreasonable work schedule.

The Municipality will not be responsible for any liabilities, costs, expenses, loss or damage incurred, sustained or suffered by any consultant by reason of the acceptance or the non-acceptance by the Municipality of any proposal or by reason of any delay in the acceptance of a proposal except as provided in the proposal document.

PROPOSAL AWARD PROCEDURES

The Municipality will notify the successful consultant of the award within thirty (30) calendar days of the proposal closing.

Notice of acceptance of the proposal will be by telephone and written notice.

Following acceptance of the proposal by the Municipality, the successful consultant will provide the Municipality with any required documents within fourteen (14) calendar days of the date of notification of award.

PROTECTION OF WORK OR PROPERTY

The successful consultant will provide continuous and adequate protection of all work from damage and will protect the Municipality's property from injury or damage arising from or on connection with this work. The successful consultant will make good any such damage or injury.

REGULATION, COMPLIANCE AND LEGISLATION

The successful consultant will ensure all services and products provided in respect to this proposal are in accordance with, and under authorization of all applicable authorities, municipal, provincial and/or federal legislation.

CANCELLATION

The Municipality reserves the right to immediately terminate the contract for sufficient cause, including but not limited to such items as non-performance, late deliveries, inferior quality, pricing problems, etc.

If the consultant should neglect to execute the work properly or fail to perform any provision of this award, the Municipality, after three (3) days, written notice to the consultant, may, without prejudice to any other remedy in existence, make good such deficiencies and may deduct the cost thereof from any payment then and thereafter due to the consultant. Continued failure of the vendor to execute the work properly will result in termination of the contract. The Municipality will provide written notice of termination.

The Municipality may elect to terminate the contract if the original terms and conditions are significantly changed, giving thirty (30) days written notice to the consultant.

Either party may terminate the contract by giving the other party sixty (60) days written notice, giving reasons acceptable to the other and subject to approval by both parties involved in the contract.

Failure to maintain the required documentation during the term of this contract may result in suspension of the work activities and/or cancellation of the contract.

FREEDOM OF INFORMATION

Any personal information required on the proposal form is received under the authority of the Municipality of Dysart et al. This information will be an integral component of the quote submission. All written proposals received by the Municipality become a public record. Once a proposal is accepted by the Municipality, and a contract is signed, all information contained in it is available to the public including personal information.

Questions about collection of personal information and the Municipal Freedom of Information and Protection of Privacy Act, 1989, R.S.O. 1990, Chapter M.56 as amended, should be directed to:

Cheryl Coulson, Clerk
Municipality of Dysart et al
P.O. Box 389
135 Maple Ave
Haliburton, ON K0M 1S0

T: 705-457-1740 Ext 631
F: 705-457-1964

CONFIDENTIALITY OF UNDERSTANDING

The successful consultant and its employees may have access to information confidential to the Municipality. This information may include, but is not limited to, terms of this agreement, business methods and systems, contractual terms, pricing, personal information, etc. subject to disclosure by force of law. The successful consultant agrees that it and its employees who have access to this information will not either, during the term of the agreement, or at any time thereafter reveal to any third party any of this confidential information or use in any way, whether on the successful consultant's behalf or on behalf of any third party, any such information.

The obligations of this section survive the expiration or termination of this agreement indefinitely.

OWNERSHIP

The information, reports, documentation, plans, etc. that are a product of this award by the successful consultant, will become the exclusive property of the Municipality. However, intellectual property, such as specific tools, templates, processes, etc. that the consultant has provided as part of the deliverables for this project remains the property of the consultant and the consultant is free to use any of such material in other contexts and with future clients.

PROPOSAL SUBMISSION

Sealed submissions, clearly marked "Request For Proposal - Asset Management Plan" will be received by the undersigned until **3:00 pm on March 29, 2019.**

Submissions will be reviewed by the Municipality of Dysart et al with a decision expected to be made at the regularly scheduled Council meeting, to be held on Tuesday April 23, 2019 at 10 a.m. The project start date is expected to be soon thereafter based on the mutual agreement of both parties.

The consultant will submit three (3) paper copies and (1) electronic copy (PDF) of the above proposal to be forwarded in a sealed envelope, clearly marked, to:

Barbara Swannell, Treasurer
The Municipality of Dysart et al
P.O. Box 389
135 Maple Ave
Haliburton, ON K0M 1S0

RE: Request For Proposal - Asset Management Plan

Dated at _____ this _____ day of _____, 2019

Date

Name/Title of Authorized Signing Officer

Contact Telephone Number

Signature of Authorized Signing Officer