

## **INFORMATION TO CONSULTANTS**

### **1.0 INTRODUCTION**

The Township of Nipissing began development of an Asset Management Plan in 2009 with the completion of Phase I which included amongst other basic information based on PSAB 3150 the original cost, estimated useful life, and remaining net book values and replacement values of our infrastructure. The Municipality is now undertaking a request for proposal for Phase 2 of the Asset Management Plan which includes a more detailed evaluation of our roads and bridges, including a replacement plan so the Municipality is well positioned for funding opportunities.

The Township of Nipissing is located in the Parry Sound District, bordering the Municipality of Callander, Municipality of Powassan, Township of Machar and the unincorporated areas of Pringle and Patterson. The Township has a permanent population of 1,582 people which doubles in the summer months. The land area is approximately 40,000 hectares in size.

The municipal roads and bridges infrastructure consists of 11 bridges and approximately 150 km of roadway located throughout the Township linked by 3 Provincial highways.

The Township believes there is a need to complete the Asset Management Plan for roads and bridges sustainability based on the following facts:

- a. Absence of a detailed, complete Asset Management Plan for the Township of Nipissing's roads and bridges infrastructure. A financial plan to phase in full cost pricing for roads and bridges is required.
- b. The Township wants to be proactive in response to potential future funding opportunities related to roads, bridges and other linear asset replacements.
- c. No strategic plan of asset sustainability for the Township of Nipissing.

### **2.0 TIMING**

The Township of Nipissing would like the project to start at the earliest convenience of the Consultant, preferably before the end of January. It is expected that a decision on the request for proposal process will be made on January 22, 2013.

### **3.0 DUTIES OF THE TOWNSHIP OF NIPISSING**

- a. Invite consultants to submit a proposal for the Asset Management Plan Phase 2 for Township of Nipissing's roads and bridges.
- b. Select a consultant or consultants to complete an Asset Management Plan based on the submitted proposal.

- c. Liaise with the successful candidate(s) to ensure that the study addresses the local conditions and is completed in accordance with the Township's guidelines and policies.

#### **4.0 SCOPE OF WORK**

The project will develop and deliver a comprehensive Asset Management Plan that will be compliant to the provincial requirements under the Municipal Infrastructure Investment Initiative and include all of the activities, methods and data standards prescribed in this section.

#### **4.1 Project Activities**

- a. Review of the Asset Management Phase 1 materials and other infrastructure documents as provided by the Township (see section 5.0).
- b. Discussion with the management of the Township at the onset of the project to clearly explain all project goals and previous history and repairs with in the Township.
- c. On the ground inspection of infrastructure to include physical inspection of road surfaces, ditches, culverts, bridges, and other infrastructure.
- d. Based on above information, development of a detailed Asset Management Plan to include:
  - Condition/performance assessment information;
  - Confirm existing replacement cost value and provide an inflation rate for future years;
  - Schedule of manageable projects for the Township to complete with budget costing in a priority ranking based on the findings of the study; and,
  - Other data that may be useful or required for a particular asset or asset class.

#### **4.2 General Information**

The Township intends to complete its Asset Management Plan to generate the information for capital replacement decisions and proactive maintenance in order to lengthen asset life and reduce the frequency of emergency repair costs through effective due diligence.

Consultants are to complete all aspects of the project activities; however, emphasis should be placed on the following items: asset condition rating of infrastructure (based on age, materials, services, adequacy and others), sustainability analysis with asset replacement priority ranking, capital expenditures and re-capitalization plan, and strategic plan for asset sustainability.

The successful consultant must submit the completed study in electronic format and paper format. The final report must be presented to the Township of Nipissing Council and Administration 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 Township of Nipissing.

The consultant shall agree that no money is to be paid for any additional work for which prior authorization from the Township of Nipissing has not been obtained. Payment of work will be based on successful completion and acceptance by the Township of Nipissing of the work described in this request.

## **5.0 AVAILABLE INFORMATION**

The Township of Nipissing will supply the following information to invited firms:

1. Access to our Tangible Capital Asset data.
2. Maps showing location of roads and bridges.
3. Records showing recent upgrades and road/bridge projects completed.

## **6.0 PROPOSAL SUBMITTED BY CONSULTANT**

The proposals 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 Township of Nipissing. Any interested parties should contact the Township of Nipissing and provide contact information for any addendums to the project which will be posted to the Township website at [www.nipissingtownship.com](http://www.nipissingtownship.com).

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

- a. A work chart or schedule showing the timing of the major tasks or milestones.
- b. Consultants shall provide choices in methodologies for various aspects of the study. The proposal should identify the method that will be used by your company to achieve project goals;
- c. Consultants shall describe their previous work of this type, highlighting their experience and expertise in a similar kind of project.
- d. Consultants shall identify the project manager and other staff (if required) and list the responsibilities of each. Qualifications of the consultant project manager and key project personnel 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. Per diem 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 consultant's proposal must include the completed RFP Cover Sheet as provided in Appendix A.

## **8.0 PROPOSAL SUBMISSION DATE**

Sealed submissions, clearly marked "RFP No. 01-2013" will be received by the undersigned until 1:00 p.m. (local time) Tuesday, January 22, 2013.

Submissions will be opened publicly at the Township Office 1:00 p.m.

Submissions will be reviewed by the Township of Nipissing with a decision expected to be made by Tuesday, January 22, 2013 at the regularly scheduled Council meeting held at 6:30 p.m., with a project start date soon thereafter based on the mutual agreement by both parties.

The consultant will submit one paper copy of the above proposal to be forwarded in a sealed envelope to:

Charles Barton, CAO-Clerk  
Township of Nipissing  
45 Beatty Street  
Nipissing ON P0H 1W0  
Re: RFP No. 01-2013

It should be clearly understood that the Township of Nipissing reserves the right to accept or reject any of the proposals submitted. It is understood that the lowest or any proposal is not necessarily accepted.

If any additional information is required, please contact:

Charles Barton, CAO-Clerk  
Phone: 705-724-2144  
Fax: 705-724-5385  
Email: [admin@nipissingtownship.com](mailto:admin@nipissingtownship.com)



**APPENDIX A – RFP COVER SHEET**

*Please ensure that this sheet is at the top of the Request for Proposal submission.*

Project Name: Township of Nipissing Asset Management Plan

Company: \_\_\_\_\_

Company Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

We, the undersigned, having reviewed the Request for Proposal documents for the above named project and hereby offer to perform the work for the following amount:

Project Costing\* \$ \_\_\_\_\_

\$ \_\_\_\_\_ HST

\$ \_\_\_\_\_ Total

*\*Please ensure project costing includes all disbursements as per your proposal.*

Signatures:

\_\_\_\_\_  
Name/Title of Authorized Signing Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Authorized Signing Officer

\_\_\_\_\_  
Contact Telephone Number