



**The Corporation of the
Municipality of Oliver Paipoonge
Request for Proposal**

**Asset Management Plan
Phase 2**

SECTION 00100 INFORMATION TO CONSULTANTS

1.0 INTRODUCTION

The Municipality of Oliver Paipoonge began the development of an Asset Management Plan in 2009 with the completion of Phase 1 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 Municipality of Oliver Paipoonge is located near the north shore of Lake Superior, bordering to the west of the City of Thunder Bay, with a population of approximately 5,700 people.

The municipal roads and bridges infrastructure consists of 15 bridges and approximately 300 km of roadway located throughout the Municipality.

The Municipality 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 Municipality of Oliver Paipoonge's roads and bridges infrastructure. No financial plan was adopted to phase in full cost pricing for roads and bridges.
- b. The Municipality 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 Municipality of Oliver Paipoonge.

2.0 TIMING

The Municipality of Oliver Paipoonge would like the project to start at the earliest convenience of the Consultant, preferably before the end of December. It is expected that a decision on the request for proposal process will be made in the middle of December 2012.

3.0 DUTIES OF THE MUNICIPALITY OF OLIVER PAIPOONGE

- a. Invite consultants to submit a proposal for the Asset Management Plan Phase 2 for Oliver Paipoonge's roads and bridges.
- b. Select a consultant to complete the study based on the submitted proposal and outlined proposal evaluation criteria (see section 9.0).
- c. Liaise with the successful consultant to ensure that the study addresses the local conditions and is completed in accordance with the Municipality's guidelines and policies.
- d. Co-ordinate with the members of Council in the Municipality of Oliver Paipoonge and their planned activities.

4.0 SCOPE OF WORK

The project requires all 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 Municipality (see section 5.0).
- b. Discussion with the management of the Municipality at the onset of the project to clearly explain all project goals and previous history and repairs within the Municipality.
- 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 Municipality 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.
- e. Assist with the insertion of data into the Municipality's section of the system.

4.2 General Information

The Municipality 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 files (data in Microsoft Access, Word, Excel and PDF (as applicable) and drawings (if any) in PDF). Four (4) bound copies of the study and final report shall also be submitted. The final report must be presented to the Municipality of Oliver Paipoonge Administration and 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 of Oliver Paipoonge.

5.0 AVAILABLE INFORMATION

The Municipality of Oliver Paipoonge will supply the following information to invited firms:

1. Access to our Asset Management Plan Phase 1 data (username and password).
2. Maps showing location of the roads and bridges.

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 Municipality of Oliver Paipoonge. Any interested parties should contact the Municipality of Oliver Paipoonge and provide contact information for any addendums to the project which will be posted to the Municipal website at <http://www.oliverpaipoonge.ca/>.

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

- a. A work chart or work 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.

7.0 CONTRACT

The consultant shall enter into a contract with the Municipality of Oliver Paipoonge for the work as outlined in their proposal. The contract shall clearly indicate that the work shall be completed in accordance with the Municipality's guidelines. The consultant will be responsible to submit a contract, which will be utilized for the project. The contract shall contain a clause, which indicates that no money shall be paid to the consultant for any additional work for which prior authorization of the Municipality's authority has not been given in writing. Also, the contract will contain a clause where the scope of work may be revised during the study, provided a complete analysis of the effect of any proposed revision is submitted and agreed upon in writing by both parties. This analysis would include an assessment of the impact of the revised addendum on the target dates and costing. Payment for work will be based on successful completion and acceptance by the Municipality of Oliver Paipoonge.

8.0 PROPOSAL SUBMISSION DATE

Proposals shall be received on or before Friday, December 14, 2012 @ 3:00 p.m. EST. Submissions will be opened publicly at the Municipal Office on the same day at 3:10 p.m. Submissions will be reviewed by the Municipality of Oliver Paipoonge with a decision expected to be made by Friday, December 21, 2012, and a project start date soon thereafter based on the mutual agreement by both parties.

The consultant will submit three (3) copies of the above proposal to be forwarded to:

Margaret (Peggy) Dupuis, CMO
Acting Chief Administrative Officer/Clerk & Treasurer
Municipality of Oliver Paipoonge
P.O. Box 10, 4569 Oliver Road
Murillo ON P0T 2G0

It should be clearly understood that the Municipality of Oliver Paipoonge 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 feel free to contact:

Margaret (Peggy) Dupuis, CMO
Acting Chief Administrative Officer/Clerk & Treasurer
Phone: (807) 935-2613 ext. 1
Fax: (807) 935-2161
Email: peggy.dupuis@oliverpaipoonge.on.ca

9.0 PROPOSAL EVALUATION

The Municipality of Oliver Paipoonge will review the proposal submitted by each individual firm after December 14, 2012. A scoring system will be utilized by the Municipality based on the following categories:

- a. **Quality of the Proposal submitted** – Ease of understanding, required components of the study, work schedules, mapping presentations, assembling information into the Municipality's existing system, etc.
- b. **Past Experience in completing similar kinds of work in Ontario** – specifically Northern Ontario.
- c. **Key Personnel** – assigned to the project.
- d. **Costing of Proposal.**
- e. **Completion Date.**

It should be clearly indicated that the Municipality of Oliver Paipoonge has the right to assign weighting to each of the five above mentioned categories.

APPENDIX A – RFP COVER SHEET

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

Project Name: Municipality of Oliver Paipooonge Asset Management Plan Phase 2

Company: _____

Company Address: _____

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

Project Costing* \$ _____ in Canadian Dollars, excluding applicable taxes
(Amount in Figures)

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

Signatures:

Signed and submitted by:

Company Name

Name/Title of Authorized Signing Officer

Name of Witness

Signature of Authorized Signing Officer

Signature of Witness