



REQUEST FOR PROPOSALS

ASSET MANAGEMENT INVESTMENT PLAN UPDATE

The City of Rossland is requesting proposals to provide consulting services for updating and further development of the City's current Asset Management Investment Plan (AMIP) and Implementation Strategy. Further, the project will utilize Asset Management BC's "Assessment Management for Sustainable Service Delivery: A BC Framework" process for information and guidance to support local governments in moving toward service, asset and financial sustainability through an asset management process.

SCOPE OF WORK

The proposed project will build on existing information to further develop a workable Asset Management Investment Plan (AMIP) and a systematic approach to capital asset management on an ongoing basis. The work will involve:

- Improving the existing baseline database of City assets to include available information on conditions, asset and service risks, establish baseline for service levels and identifying areas for improvement,
- Document current capital, operation and maintenance programs and associated budgets,
- Integrating the City's financial plan to long term capital and operational requirements to allow an analysis of options for capital improvements/renewal (the financial planning process will identify opportunities to through adjusting service levels and/or increasing funding),
- Adopting a consistent and structured decision making process for all capital projects, including objective prioritization of proposed projects,
- Preparing a report with a recommended AMIP, including projects and budgets, financial strategies for short and long term infrastructure investment, and
- Establish an approach and timing for maintaining and reporting on asset management practices and annually updating the asset management program. Reporting demonstrates progress in achieving outcomes that contribute to sustainable service delivery.

PROJECT DELIVERABLES

The project is to include the following deliverables for the City of Rossland's major asset categories – including (but not limited to) roads, alleys, sidewalks, parking lots, buildings, information technology, fleet, parks, playgrounds, play surfaces, signs, streetlights and all utility infrastructures (water, sewer and storm):

- 1) **Review and Redevelopment of any current Asset Management Policies for the City.**
- 2) **Review and Redevelopment of any current Asset Management Strategies for the City.**
- 3) **Review and Redevelopment of the City's current capital assets inventory.**
- 4) **Provision of a high level condition assessment of all City-owned assets, including life expectancy;**
- 5) **Completion of a Detailed Risk Assessment program for all current capital assets;**
- 6) **Development of a performance measurement system and/or matrix using current best management practices that a) establish goals and objectives of the City, b) set and define target limits of key performance indicators and c) track and measure performance of implementation of the plan;**
- 7) **Review and Redevelopment of the current Asset Management Investment Plan suitable for implementation by the City;**
- 8) **Review and Redevelopment of the current Long-term Asset Management Financial Plan and funding strategy suitable for implementation by the City; and**
- 9) **Provision of one to two training seminars for City Council and Staff regarding components of the project to implement the asset management framework across all City Departments.**

It is expected that completion of the above-noted tasks will be approached in the following manner:

Evaluation of Current Practices

Working with City staff and management, the Consultant will identify the current asset management practices, procedures, and tools in use at the RDN, and identify strengths and weaknesses associated with these current practices.

Needs Assessment

Working with City staff and management, the Consultant will identify essential and ideal features of a strategic asset management strategy for City departments responsible for maintaining, repairing, replacing and procuring assets. The needs assessment will take into consideration financial, operational, administrative, regulatory and strategic requirements for each department.

Best Practices Overview

Based on research, professional knowledge, and awareness of leading asset management practices in use in other comparable jurisdictions, the Consultant will provide an overview of best practices for asset management.

Gap Analysis

The Consultant will identify gaps between current City information, policies, practices and procedures, while also reviewing current and future departmental needs and best management practices.

Framework Synthesis

The Consultant will consolidate the above information into a Strategic Asset Management Framework that:

- a) Demonstrates consistency with best practices for asset management for local government;
- b) Addresses financial, operational, administrative, regulatory and strategic requirements for the City on a departmental basis, and aggregated for the organization as a whole; and
- c) Establishes an approach that enables the City to make informed decisions about asset operations, maintenance, renewal, replacement and decommissioning based on full life cycle costs, risks and benefits.

Implementation Plan

Prior to completing an appropriate Implementation Plan, the City will review the revised Strategic Asset Management Framework to determine its suitability to serve as the basis for an Implementation Plan and how to best implement the proposed Strategic Asset Management Framework across the organization. The Implementation Plan will include the following information:

Targeted Recommendations

Provide recommendations tailored to each Department and to the organization as a whole to effectively implement the proposed Strategic Asset Management Framework.

Tasks and Timelines

Provide tasks and timelines for each Department and for the organization as a whole to effectively implement targeted recommendations.

Software Solutions

Provide recommendations for asset management software solutions and a rationale for each potential software solution. Compatibility with any existing software systems currently in use at the City should be considered.

Resource Requirements – Initial and External

Provide detailed lists of both initial and external resource requirements to implement the proposed Strategic Asset Management Framework across the organization, including initial capital costs, consultant fees, staff training, etc.

Overall Implementation Costs

Provide consolidated cost estimates for an integrated asset management strategy (to the most accurate class of estimate practical) that includes a detailed list of ongoing staff and other resource requirements necessary to ensure the proposed Strategic Asset Management Framework remains integral to organization-wide financial, operational and strategic planning initiatives.

QUALIFICATION AND PERFORMANCE STANDARDS

The successful Consultant will have demonstrated experience in asset management, particularly within the context of Local Government operations. The successful Consultant will also have a strong track record of integrating leading asset management principles across the broad range of services delivered by Local Governments.

Through this project, the Consultant will be required to understand and align financial, operational, and strategic perspectives while taking into consideration regulatory and administrative requirements and constraints to generate a Strategic Asset Management Framework and Implementation Plan that is achievable, cohesive, comprehensive and optimized to the City's operations. For further information regarding this Request for Proposals, please contact the undersigned.

EVALUATION CRITERIA

The evaluation criteria will be applied on a comparative basis, evaluating proposals by comparing each against the others. This may not result in and/or the City will not be obliged to select the proposal that offers the lowest price, or cost or any proposal at all. The following evaluation criteria will be applied to all proposals in a fair and consistent manner:

Project Understanding	5 points
Project Deliverables	15 points
Project Methodology	15 points
Resources and Project Team	10 points
Project Schedule	10 points
Budget Detail	20 points
Relevant Experience and References	15 points
Completeness, Clarity and Quality of Proposal	10 points
TOTAL	100 points

PRICING

Pricing must be firm for 60 days after the final closing date and include all applicable taxes. The lowest price Proposal will not necessarily be accepted. The City reserves the right to accept or reject any or all Proposals, accept a Proposal deemed to be in the best interest of the City, or cancel this RFP at any time. The City will not be responsible or any costs incurred by Proponents in preparing a response.

PROCESS SCHEDULE – KEY DATES

The following is the anticipated key milestone dates for this project:

RFP Issuance:	August 9, 2016
RFP Closing Date:	September 02, 2016 12:00pm PST
Submissions Review:	September 6-9, 2016
Contract Award:	September 20-23, 2016

GENERAL SUBMISSION INSTRUCTIONS

All proposals are to be submitted and clearly marked "Request for Proposals - City Of Rossland Asset Management Investment Plan Update" by **Friday September 02, 2016 12:00 pm (PST)** to:

The Corporation of the City of Rossland
P.O. Box 1179
1899 Columbia Avenue
ROSSLAND, CA V0G 1Y0
Attention: Bryan Teasdale, Chief Administrative Officer
Email: cao@rossland.ca
Phone: 250.362.7396 x 2321
Fax: 250.362.5451

Proposals will be accepted by post, email or facsimile. The City cannot guarantee that its Internet connection will be available at all times prior to the submission deadline. A Proponent submitting by email does so at their own risk. A Proponent must sign the documents or the proposal cannot be accepted. The legal name and address of the Proponent is to be used on the proposal documents. All costs incurred by Proponents in the preparation and presentation of their proposal will be at their own expense.

The City shall not be obligated in any manner to any Proponent whatsoever until a written agreement has been duly executed relating to an approved proposal. No Contract is formed as a consequence of this invitation to submit proposals.

Proposals received after the closing time stated above will not be accepted.