



The Corporation of the Township of Strong

REQUEST FOR PROPOSAL (RFP)

2021

Asset Management Plan

RFP #2021-01

Issue Date: November 16, 2020

Closing Date: January 5, 2021, 4:00 p.m.

Contact: Dan Truchon, Treasurer
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REQUEST FOR PROPOSAL 2021 ASSET MANAGEMENT PLAN



INTRODUCTION

The Township of Strong (hereinafter referred to as the Township) 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 Township in making the best possible decisions regarding the building, operating, maintaining, renewing, replacing and disposing of infrastructure assets. The AMP will accomplish to meet the O. Reg 588/17 Phase I (core assets) and Phase II (for the remaining assets).

BACKGROUND

The Township of Strong is a single tier municipality located centrally of the Almaguin Highlands in Northeastern Ontario. Almaguin Highlands includes the geographic Townships that include Perry, Armour, Ryerson, Burks Falls, Magnetawan, Joly, Sundridge, South River, Machar, and Powassan.

The first settlers arrived in Strong Township as early as 1876. Strong Township is in the Parry Sound District within Ontario. The Township surrounds the Village of Sundridge, but it is not including as part of the Township's jurisdiction. The Township also surrounds Lake Bernard, which is claimed to be the world's largest freshwater lake without an island.

The Township of Strong population, according to 2016 Census is 1,439. The seasonal residents are estimated to be nearly doubled in the summer months. The Township attracts people in all seasons for swimming, fishing, sailing, canoeing, skating and may other sports. It provides photographers and artists with endless hours of recreation. Strong continues to grow in population as it draws new residents from all over Ontario as well as the United States.

The municipal roads and bridges infrastructure consist of 7 bridges, 3 large culverts and approximately 155 km of 2-lane roadway located throughout the Township. The Township also has a landfill and administrates the following shared services: Joint Building Committee, Sundridge-Strong-Joly Arena & Hall and various cemeteries.

PROJECT SCOPE

1. The project will develop and deliver a comprehensive Asset Management Plan for the Municipality for all assets.
2. The ultimate goal in this process is to bring Asset Management to the optimized level in the organization, where it will deliver the appropriate data to the Municipality to make effective asset decisions, at current and in the future. The plan is to be the starting point of our Township's new Asset Management journey.
3. The plan will incorporate appropriate information as follows:
 - Items collected by the Township or contractors include items such as: the 2020 OSIM Bridge Needs Study, updated appraised values of current buildings & large assets, and updated condition rating data of characteristics of our core asset - roads to be provided.
 - Existing data that is to be used as a base/starting point: 2019 FIR Asset data spreadsheets, current mapping under CGIS, data stored under the Total Pave platform (<https://totalpave.com>), and any other data obtained.
 - A section of the plan will offer a scan of our current processes and people, then identify any constraints that would be a future barrier to Asset Management growth for the Township Strong. A recommended plan of action should also be included.

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4. The plan will be presented to the Township in a state that would allow for effective implementation, capability for planning uses, analysis and reporting for asset management and capital budgeting purposes.
5. **A mandatory requirement** is that all the asset management data and plan (if feasible) be provided electronically in a format which can be uploaded or manipulated into a future asset management software – Excel is preferred.

Project Activities

- a. Review of the Asset Management materials and other infrastructure documents as provided by the Township.
- b. Discuss with the management of the Township at the onset of the project to clearly explain all project goals and previous history of the Township.
- c. Consult with staff and council to obtain all pertinent data that is needed to develop an effective AMP. If necessary, the citizens and residents may also be consulted, with the assistance of staff and council.
- d. Draft plan to be reviewed with management prior to final plan being presented to Council.

ASSET MANAGEMENT PLAN

The Township's Asset Management Plan must be prepared to include all asset classes that are included in the Financial Information Return. The Plan must also meet the requirements of Ontario Regulation 588/17, Phase I & II and any other request noted in this RFP.

It is the intent of the Township to begin its new Asset Management journey with a newly updated plan. The consideration of software use is a future-related endeavor. As stated earlier, the proponent must ensure that the Asset Management Plan is in a format that is suitable for the Township to maintain and manipulate for decision making.

The Township has been approved for a grant from FCM for this project, where eligible expenses are permissible from September 1, 2020 to September 1, 2021. With this grant approval, the consultant chosen in this RFP process, will assist the Treasurer in the reporting to FCM.

The following provides an indication of the expectations of the Township 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 Township structure.

3. Asset Management Policy

4. State of Local Infrastructure

- Current levels of service
- Asset (inventory) / category analysis
- Current performance of assets
- Lifecycle activities and costs to maintain current levels of service
- Impacts of growth on current levels of service for a population <25,000

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- 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 for a population <25,000

6. Integration with Existing Software

The Township's asset registry is currently maintained in Excel. The Township subscribes to CGIS but has made minimal use of this software for our Asset Management activities. The plan should offer some direction on ways to integrate this software. New this year is the use of Total Pave, where the PCI, IRI ratings and other condition ratings for our road assets were captured. The Township's financial software is Munisoft 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 Township of Strong 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 Township.

CONDITION ASSESSMENTS

Condition assessment work has been completed by the Roads Department with the advice and support of Antoine Boucher, a local Engineer Consultant. The Total Pave platform and Excel were used to gather the condition rating information. The successful consultant will use the data as gathered, to be used in setting up the decision-tree/scenario planning variable in the AMP. This report must summarize the condition of our road inventory and provide recommendations, timelines and cost estimates for the required capital and maintenance expenditures to maintain the inventory. The inventory of buildings and large pieces of equipment and vehicles will be appraised and the results will be provided to the consultant.

PROPOSAL SUBMITTED BY CONSULTANT

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

- a) A work schedule outlining 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 price;
- f) Hourly rates for key personnel involved in the study and an estimate of the number of hours

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- 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.

In the development of the timelines, please note that the ultimate deadline for the AMP is August 20, 2021. This deadline is due the Friday before the last Council meeting in August, as Council must approve the final document.

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 services required to provide a satisfactory deliverable. If additional requirements are requested by the Township beyond the original scope of work described in this RFP, the cost of these services would be negotiated between the Township and the company that has been selected to perform the work. Any additional work will only be undertaken based on an accepted request in writing from the Township.

INVOICING

The Township's standard terms of payment are net thirty (30) calendar days from the date of the invoice. The proposal should outline any payment schedule in terms of milestones.

CHANGES TO PROPOSAL

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

TOWNSHIP'S USE OF PROPOSAL

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

ERRORS AND OMISSIONS

The Township will not be held liable for any errors or omissions in any part of this RFP. While the Township 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 Township, 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 Dan Truchon, Treasurer, in writing, without delay. If the Township considers that a correction, explanation, or interpretation is necessary or desirable, an addendum will be issued and posted on the Township's website.

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

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

ADDENDA

If required, addenda will be posted on the Township's website: www.strongtownship.com

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 Township.

ACCEPTANCE OR REJECTION OF PROPOSAL

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

Notwithstanding and without restricting the generality of the statement immediately above, the Township 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 Township 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 Township 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 Township will notify the successful consultant of the award within thirty (30) calendar days or earlier of the proposal closing.

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

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PROTECTION OF WORK OR PROPERTY

The successful consultant will provide continuous and adequate protection of all work from damage and will protect the Township's property from injury or damage arising from or in 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 Township 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 Township, 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 Township will provide written notice of termination.

The Township 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 Township of Strong. This information will be an integral component of the quote submission. All written proposals received by the Township become a public record. Once a proposal is accepted by the Township, and a contract is signed, all information contained in it is available to the public including personal information.

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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:

Caitlin Haggart, Clerk,
Township of Strong
28 Municipal Lane
Sundridge, ON
POA 1Z0

T: 705-384-5819 Ext. 207
F: 705-384-5892

CONFIDENTIALITY OF UNDERSTANDING

The successful consultant and its employees may have access to information confidential to the Township. 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 Township. 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

Electronic submissions clearly marked "RFP #2021-01 – Asset Management Plan" will be received by the undersigned until **4:00 pm on Tuesday, January 5, 2021.**

Submissions will be reviewed by the Township of Strong with a decision expected to be made at the regularly scheduled Council meeting, to be held on Tuesday, January 12, 2021. The project start date is expected to be soon thereafter based on the mutual agreement of both parties.

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The consultant will submit an electronic submission by emailing the Treasurer at treasurer@strongtownship.com and a paper copy to be mailed, or sent by courier, with the closing date or earlier disclosed on the mailing, clearly marked, to:

Dan Truchon,
Treasurer
Township of Strong
28 Municipal Lane
Sundridge, ON
POA 1Z0

RE: RFP #2021-01 – Asset Management Plan

