



Request for Proposals

Regional District of Nanaimo Asset Management Program: Condition Assessment Plan and Implementation Framework

Closing:

3 complete hard copies plus 1 electronic (CD or USB key) copy prepared in .pdf format of each Response must be received before 3:00 PM Pacific Time on July 17, 2017

Closing location:

**Regional District of Nanaimo
Regional and Community Utilities
Second Floor
6300 Hammond Bay Road
Nanaimo, BC V9T 6N2**

Contact person:

**Jeff Ainge
Asset Management Coordinator
Phone: 250-390-6560
jainge@rdn.bc.ca**

The Regional District of Nanaimo is seeking the services of a qualified professional to prepare a Condition Assessment Plan and Implementation Framework to support an organization wide asset management program.

The desired outcome for this project is a Plan that outlines appropriate approaches, principles and methods for an organization-wide condition assessment program, and an Implementation Framework recommending steps forward for each department in the RDN.

NB: Completing actual Condition Assessments is not within the scope of this project.

This Request for Proposals includes:

- Part 1: Introduction and Description of Work
- Part 2: Scope of Work, Deliverables and Evaluation Criteria
- Part 3: Submission Requirements and General Instructions
- Appendix A: Overview of RDN Services and Major Assets

Part 1: Introduction

1. Definitions

- 1.1. The Regional District of Nanaimo is referred to as the RDN or the Regional District.
- 1.2. The entity submitting a proposal is referred to as the "Proponent".
- 1.3. The successful Proponent is referred to as the "Consultant".

2. Introduction

The Regional District of Nanaimo owns almost \$200 million in assets, including wastewater treatment facilities, recreational facilities and park infrastructure, water treatment and distribution infrastructure, fire halls and other buildings. These assets have been generally well-managed over their lifecycles at the departmental level, however practices vary widely across the organization.

Current asset condition assessment practices range from CCTV inspections, to inspections required for regulatory and level-of-service requirements, and informal assessments noted by operational staff or during maintenance or service calls.

The Condition Assessment Plan completed as a result of this project will establish the guiding principles and an organization-wide approach to assist staff in initiating implementation of consistent, repeatable and objective condition assessments across the RDN's various departments and services areas.

The Implementation Framework will outline how to apply the Condition Assessment Plan across the organization. This should include proposing methodologies and timeframes for evaluating, assigning and tracking condition ratings to assist staff in determining the need and timing of preventative or remedial action to prevent loss of service or economic loss.

The Implementation Framework should also identify the resources required to acquire the baseline condition data as well resources to continue the process into future phases/years.

While the project will not require the consultant to undertake actual condition assessments, the work must enable the RDN to apply a consistent approach to all RDN assets. In addition, the project must also identify appropriate intervals and methods to conduct condition assessments for different asset types.

3. Budget Available

The RDN has up to \$20,000 available to complete Condition Assessment Plan and Implementation Framework. Proposals will be evaluated against each other to determine which offers the best value to the RDN for the budget in the timeline allowed.

4. Key Dates

4.1. RFP Issuance

The RFP is made available to the public on June 26, 2017.

4.2. Proposal Deadline

Proposals are due 3:00 PM, July 17, 2017. There will be no public opening for this RFP.

4.3. Consultant Notification

The successful Proponent will be notified no later than July 24, 2017. Proponents will be notified of any unforeseen delays in the selection process.

4.4. Project Completion

The RDN is expecting the Condition Assessment Plan and Implementation Framework to be completed by September 22, 2017.

Part 2: Scope of Work, Deliverables and Evaluation Criteria

5. Scope of Work

With the assistance of the RDN Asset Management Coordinator, and with support from the RDN Asset Management Working Group, the consultant will:

- Gather information as necessary to gain an understanding of the assets in use, along with current condition assessment practices. This could include, but may not be limited to, meetings or interviews with operational staff and field visits of RDN facilities.
- Review and document existing condition assessment practices throughout the organization.
- Identify and prioritize assets / asset groups that need condition measurement and monitoring. This includes identifying the criteria for selection of assets for assessment (individual assets, sample size of similar asset types, “critical” assets, etc.)
- Define the condition assessment procedures for each asset or asset type/group. This needs to be a functional process and wherever possible applicable for all departments. Anticipated procedures include:

- Determining the assessment frequency;
 - Confirming / identifying the appropriate assessment technology/methodology to be adopted;
 - Identifying the data to be collected for maintenance and asset replacement decision making purposes;
 - Identifying resource involvement/responsibility for assessing the condition and recording the data.
- Establish a method to assign Condition Ratings to the assessed assets. This should take into account the range of assets and asset types across the RDN, and enable consistent, repeatable and objective condition assessments to be made by department staff.
 - Establish a framework to apply the Condition Assessment Plan across the organization. This should assist staff in determining the need and timing of assessments which in turn enables planning for preventative or remedial action to prevent loss of service or economic loss, contributes to financial planning and supports longer term strategic planning processes.
 - The Implementation Framework should take into account the availability of existing resources, e.g., extant skill levels and data available, and identify the resources required to acquire the baseline condition data as well identify resources to continue the process into future phases/years.

6. Deliverables

The Consultant is required to provide deliverables that fulfill the Scope of Work described in Section 5, however, it should be noted that the Scope of Work represents the RDN's preliminary understanding of the Project. Experienced proponents are afforded the flexibility to outline deliverables that may not be contemplated here but have been successful for other clients undertaking comparable projects. Any deviation from the Scope of Work and resulting deliverables must include a clearly and explicitly stated rationale.

1. A Condition Assessment Plan and Implementation Framework document.
2. Upon completion of the project, the Consultant will deliver a presentation outlining the Condition Assessment Plan and Implementation Framework to the RDN Asset Management Working Group and RDN staff, and provide a copy of the presentation for later use within the organization. The purpose of the presentation is to build staff knowledge to capture and apply condition assessment information consistently across the organization.

6.3. Note on Deliverables

All deliverables shall be provided in hard copy as well as digital files. Hard copies should generally be in a standard report format (8.5" X 11"), with larger format items appended or provided under separate cover. Digital files should be provided in their native, editable formats as well as uneditable formats suitable for distribution within the RDN.

7. Evaluation Criteria

The RDN will apply the following criteria on a comparative basis, evaluating proposals by comparing each against the others. The RDN will not be obliged to select the proposal that offers the lowest price, or cost or any proposal at all. The point values listed below indicate the relative weighting anticipated by the RDN, and is shown here to give general guidance to proponents in the preparation of proposals. The evaluation criteria will be applied to all proposals fairly and without bias to any proponent or proposal, and the same criteria and weighting will be applied to all proposals. At a minimum, proposals should include sections equivalent to items 7.1 to 7.7 below.

7.1. Project Understanding 15 points

Provide a brief narrative describing your understanding of the project.

7.2. Deliverables and Methodology 25 points

Sections 5 and 6 above outline the RDN's expectations for the scope of work and deliverables for this project. Proponents are asked to describe the deliverables that will be provided within the budget and timeline allocated to the project.

7.3. Resources and Project Team 10 points

Proponents are to demonstrate their ability to carry the project through to completion. Identify any partnerships and affiliations necessary to execute the project. List the project team including CVs for key personnel and each project team member's roles and responsibilities in the project. Please note that key personnel can only be removed from or change roles on the Project with written approval of the RDN.

7.4. Project Schedule 5 points

Provide a detailed work schedule that includes, at a minimum:

- Earliest start date based on a July 24, 2017 notification and any flexibility if notification is provided sooner;
- Dates for critical project milestones, and deliverables to be provided at those milestones; and
- Suggested dates for key meetings and required attendees.

7.5. Budget Detail 15 points

With the budget amount established, proposals will be evaluated on the level of detail provided in the proposal Budget. At a minimum, proponents are asked to provide the following:

- A fee schedule, noting the unit costs associated with particular resources or team members and how those resources will be allocated.

7.6. Relevant Experience and References 25 points

Provide a summary of experience on similar projects. To substantiate relevant experience, references for personnel at client organizations capable of verifying experience and quality of work shall be provided. Contact information (name, title, project role, phone number and email address) for all references is required.

7.7. Completeness, Clarity and Quality of Proposal 5 points

The completeness, clarity and overall quality of a proposal reflect the proponents' writing, communication and presentation skills and attention to detail. These are relevant factors to consider for any project.

Part 3: Submission Instructions and General Proposal Requirements

8. Submission Instructions

8.1. Proposals must be submitted in a sealed envelope clearly marked "Request for Proposal - Condition Assessment Plan and Implementation Framework", addressed to:

Regional District of Nanaimo, Main Reception Desk (2nd Floor),
6300 Hammond Bay, Nanaimo, BC, V9T 6N2,
Attention: Jeff Ainge, Asset Management Coordinator.

8.2. All proponents shall submit three (3) bound hard copies of their proposal, (preferably in an 8½ inch x 11 inch format) and 1 digital file suitable for internal distribution and printing. Digital files can be provided on a CD, DVD or USB drive within the package containing hard copies.

8.3. Proposals must be received at the RDN office no later than 3:00 PM PST July 17, 2017.

8.4. Proposals received and not conforming to Items 8.1, 8.2 and 8.3 above will be returned without consideration, unopened and unread.

8.5. The RDN will not accept proposals by fax.

8.6. Proposals may be withdrawn before the deadline upon written notice (fax or email will be accepted) addressed to Jeff Ainge, Asset Management Coordinator at the above noted address. Notices of withdrawal may be faxed to (250) 390-1542, or emailed to jainge@rdn.bc.ca. Withdrawn proposals may be replaced by alternative proposals provided that written notice that an alternative proposal will be submitted is delivered to the Asset Management Coordinator at least twenty-four hours before the deadline for closing noted herein (fax or email of notice will be accepted).

8.7. Proponents are encouraged to employ their expertise and innovation in responding to this RFP to satisfy the RDN's needs in the most cost-effective manner. Proposals should be based on the information contained in this RFP and any accompanying Appendices.

8.8. Proposals should clearly indicate the proponent’s complete company name, nearest location to the Regional District of Nanaimo, and primary contact person:

Head Office
Branch nearest the RDN
(if different from Head Office)
Corporate Name
Name, Title and Email of Primary
Contact Name, Title and Email of Primary Contact
Address
Phone Number
Fax Number
Website

8.9. The proposal must be signed by the person(s) authorized to sign on behalf of the proponent and to bind the proponent to statements made in response to this Request for Proposals.

8.10. All proposals remain valid for a period of 90 days after the actual date of opening. No proposal may be withdrawn during this period.

8.11. All proposal submissions, after closing time and date, become the property of the RDN.

8.12. Unless otherwise authorized in writing by the Manager, Water Services and Asset Management, a proponent must not contact or communicate with any elected or appointed officer, or employee of the Regional District other than the Manager, Water Services and Asset Management in relation to this solicitation prior to an award of the services by the Regional Board or the officer or employee of the Regional District having authority to accept the proposal. Any such communication may result in disqualification of the proposal from further consideration.

8.13. Proponents are solely responsible for their own expenses in preparing, delivering or presenting a proposal and for subsequent negotiations with the RDN, if any. If the RDN elects to reject all proposals, the RDN will not be liable to any Proponent for any claims, whether for costs for damages incurred by the Proponent in preparing the proposal, loss of anticipated profit in connections with any final Contract, or any other matter whatsoever.

8.14. All inquiries related to this RFP, including whether or not the Contract has been awarded, must be directed in writing to the person named below (the “RDN Representative”).

Jeff Ainge, Asset Management Coordinator
6300 Hammond Bay Road, Nanaimo, BC V9T 6N2
Email: jainge@rdn.bc.ca

Information obtained from any person or source other than the RDN Representative may not be relied upon. The RDN is not required to provide a response to any inquiry. The RDN at its discretion may change the person named as the RDN Representative.

Inquiries should be made no less than three working (3) days prior to Closing Time. The RDN reserves the right not to respond to inquiries made less than three working (3) days prior to Closing Time. Inquiries and responses will be recorded and will be distributed to all Proponents at the discretion of the RDN.

Proponents finding discrepancies or omissions in the Contract or RFP, or having doubts as to meaning or intent of any provision, should immediately notify the RDN Representative. If the RDN determines that an amendment is required to the RFP, the RDN Representative will issue a written addendum to the Proponents. No oral conversation will affect or modify the terms of this RFP or may be relied upon by any Proponent.

9. General Requirements

9.1. Confidentiality for the Proponent

The RDN is subject to the provisions of *The Freedom of Information and Privacy Protection Act*. As a result, while Section 21 of the *Act* offers some protection for third party business interests, the RDN cannot guarantee that any information provided to the RDN can or will be held in confidence.

9.2. Confidentiality for the RDN

All information pertaining to this assignment obtained by a proponent as a result of participation in this project that is not already publicly available is confidential, and must not be disclosed without the written authorization of the RDN.

9.3. Conflict

The Consultant shall not, during the term, perform a service for or provide advice to any person, firm or corporation where the performance of the service or the provision of the advice may or does, in the reasonable opinion of the RDN, give rise to a conflict of interest between the obligations of the consultant to the RDN under this Agreement, and the obligations of the Consultant to such other person, firm or corporation.

9.4. Eligibility

Potential proponents are not eligible to submit a proposal if current, past or other interests, in the RDN's opinion, may result in a conflict of interest in connection with this project.

9.5. Proponents from Outside Canada

It is the sole responsibility of proponents operating non-Canadian businesses to obtain any licenses or permits, pay any applicable fees and meet any legal obligations that will allow them to operate in Canada. Proponents should contact Citizen and Immigration Canada for further information about Temporary Entry of Businesspersons under the *North American Free Trade Act (NAFTA)*.

9.6. Right of Refusal

The RDN reserves the right to reject any and all proposals for any reason or to accept any proposal received which the RDN, in its sole unrestricted discretion deems most advantageous to itself. The lowest or any proposal

may not necessarily be accepted. The proponent acknowledges the RDN's rights under this clause and absolutely waives any right of action against the RDN for the RDN's failure to accept its proposal whether such right of action arises in contract, negligence, bad faith or any other cause of action. The acceptance of any proposal is subject to funds being legally available to complete this transaction and/or approval by the Board of the RDN or the officer or employee of the RDN having authority to accept the proposal.

9.7. Accuracy of Information

The RDN makes no representation or warranty, either expressed or implied, with respect of the accuracy or completeness of any information contained in or referred to in the proposal.

9.8. Currency and Taxes

Prices quoted are to be:

- In Canadian dollars; and
- Exclusive of Provincial Sales Tax and Federal Goods and Services Taxes

9.9. Acceptance of Terms

All the terms and conditions of this Request for Proposals are assumed to be accepted by the Proponent and incorporated into their proposal.

9.10. Liability for Error

While the RDN has made an effort to ensure accurate representation of information in this Request for Proposals, the information is supplied solely as a guideline for proponents. The RDN neither guarantees nor warrants the accuracy of the information nor claims that it is necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve proponents from forming their own opinions and drawing their own conclusions respecting matters addressed in this RFP.

10. Additional Information

To ensure an efficient start to the project, proponents are asked to identify additional information anticipated that will be necessary to complete the work as proposed. The RDN will endeavor to prepare and compile this material through the evaluation, selection and notification process so that it is ready at the commencement of the project.

11. Contract

The contract entered into will be substantially similar to Master Municipal Construction Document Association (MMCDA) Client/Consultant Agreement.

Appendix A: Overview of RDN Services and Major Assets

The following information is provided to give proponents an overview of the general scale of the infrastructure/assets operated and maintained by the RDN, and of the services provided.

Regional and Community Utilities		
Southern Community Wastewater Management	Description	<i>Primary wastewater treatment using chemically enhanced treatment processes serving the City of Nanaimo and the District of Lantzville. Septage disposal is also provided for rural properties not connected to the plant. The treatment system serves a connected population of approximately 90,000 persons.</i>
	Major Assets	Greater Nanaimo Pollution Control Centre
		Departure Bay Pump Station
		Chase River Pump Station
		Wellington Pump Station
		Land-Based Underground Infrastructure
		Marine Based Infrastructure (Effluent Outfall)
		Vehicles, Equipment and Machinery
Northern Community Wastewater Management	Description	<i>Secondary wastewater treatment serving a population of approximately 26,500 persons residing in the municipalities of Parksville, Qualicum Beach and portions of Electoral Areas E and G. Septage disposal is also provided for properties not connected to the plant in these areas and for Electoral Areas E, F, G and H.</i>
	Major Assets	French Creek Pollution Control Centre
		Hall Road Pump Station
		Lee Road Pump Station
		Bay Avenue Pump Station
		Land-Based Underground Infrastructure
		Marine Based Infrastructure (Effluent Outfall)
		Vehicles, Equipment and Machinery
Nanoose Bay /Fairwinds Wastewater Management	Description	<i>A primary treatment facility currently serving a population of approximately 1,350 persons. Sludge from this facility is transported to the French Creek treatment plant for additional treatment.</i>
	Major Assets	Nanoose Bay Pollution Control Centre
		Pump Stations 1-9
		Effluent Pump Station
		Land-Based Underground Infrastructure
		Marine Based Infrastructure (Effluent Outfall)
Duke Point Wastewater Management	Description	<i>A secondary treatment facility serving properties within the Duke Point Industrial Park and a portion of the Cedar Village area. Sludge from this facility is transported to the Greater Nanaimo plant for additional treatment.</i>
	Major Assets	Duke Point Pollution Control Centre
		MacMillan Pump Station
		Cedar Road Pump Station
		Duke Point Pump Station
		Land-Based Underground Infrastructure
		Marine Based Infrastructure (Effluent Outfall)
		Vehicles, Equipment and Machinery

Water Services	Description	<i>Operation of 9 water systems serving 3,300 properties, 6 sanitary sewer collection systems serving 2,955 properties, components of a bulk water distribution system two storm-water functions and 8 street lighting systems.</i>	
	Major Assets	9 Water systems,	Pump Stations Wells
		1 Bulk Water System	Water Treatment Facilities Reservoirs
			Underground Piping and Related Infrastructure (chambers and manholes, hydrants, etc.)
Major Assets	6 Sanitary Sewer Systems	Pump Stations Underground Piping and Related Infrastructure (chambers and manholes, etc.)	
	8 Street Lighting Systems	Lamps, Lamp Standards and related infrastructure	
		Vehicles, Equipment and Machinery	
Solid Waste Management – Facilities	Description	<i>The Regional Landfill and Church Road Transfer Station are the solid waste disposal facilities serving a population of 150,000.</i>	
	Major Assets	Cedar Road Landfill - Buildings and Infrastructure, including Landfill Gas Collection System Church Road Transfer Station - Buildings and Infrastructure Vehicles, Equipment and Machinery	

Corporate Administration

Corporate Services	Description	<i>General Corporate Administration of the Regional District of Nanaimo</i>	
	Major Assets	Administration Building	
Information Services and GIS	Description	<i>Manages the information technology system across the Corporation, provides advice to inter-departmental projects, and maintains all aspects of the network / telecom communications related equipment on behalf of the organization.</i>	
	Major Assets	280 personal computers	
		36 file / application servers and associated equipment. Communications equipment, systems and technology	

Transportation and Emergency Planning

Conventional and Custom Transit	Description	<i>An integrated service connecting communities throughout the Region with a fleet of 50+ conventional (CNG fueled) buses and 16 Custom (Handi-Dart) vehicles.</i>	
	Major Assets	Transit Administration Building	
		Transit Exchange (304 Prideaux Street)	
		Transit Workshop (Mechanical Bays, Fueling Stations, etc.) Shelters and Transit stops Vehicles, Equipment and Machinery	
Wharves	Major Assets	Descanso Bay Emergency Wharf (Gabriola Island)	
		Greens Landing Wharf (Gabriola Island)	

Emergency Planning	Description	<i>The Program ensures interagency operational readiness for emergency response and recovery</i>
	Major Assets	1 emergency trailer and generator Generators located at Emergency Response Centres
Fire Protection Services	Description	<i>Provision of tax-based revenues; financing and coordination of capital projects; and asset procurement and acquisition for 7 volunteer-based rural fire departments in the Region.</i>
	Major Assets	Bow Horn Bay Fire Hall
		Coombs-Hilliers Fire Halls (2)
		Dashwood Fire Halls (2)
		Errington Fire Halls (2)
		Extension Fire Hall
		Nanoose Bay Fire Hall
		Yellowpoint Fire Hall
	Vehicles, Equipment and Machinery located at each hall	

Recreation and Parks

Oceanside Place Multiplex	Description	<i>Year-round multiplex arena with 2 NHL size ice sheets and an indoor family skating 'pond'.</i>
	Major Assets	Oceanside Place Arena building and rink facilities Vehicles, Equipment and Machinery
Ravensong Aquatic Centre	Description	<i>Ravensong Aquatic Centre consists of a main 25m tank, small leisure pool, 25 person hot tub, steam room and infra-red sauna.</i>
	Major Assets	Aquatic Centre building and aquatic facilities Vehicles, Equipment and Machinery
Other Recreation Assets	Description	<i>Various assets are maintained and operated by RDN recreation services at satellite locations.</i>
	Major Assets	Cedar Heritage Centre
		Cedar Skatepark
		District 69 Arena (leased to Parksville Curling Club)
	Vehicles, Equipment and Machinery	
Regional Parks	Description	<i>The Regional District owns or manages 12 Regional Parks comprising 2082 hectares including two campgrounds.</i>
	Major Assets	Regional Parks
		Horne Lake Regional Park
		Little Qualicum River Regional Park
		Little Qualicum Regional Estuary Conservation Area
		Mount Arrowsmith Massif Regional Park
		Englishman River Regional Park
		Beachcomber Regional Park
		Moorecroft Regional Park
		Benson Creek Falls Regional Park
		Mount Benson Regional Park
		Nanaimo River Regional Park
Descanso Bay Regional Park		
Coats Marsh Regional Park		

Regional Trails	Major Assets	Regional Trails	Lighthouse Country Regional Trail
			Big Qualicum River Regional Trail
			Arrowsmith CPR Regional Trail
			Parksville – Qualicum Links
			Top Bridge Regional Trail
			Trans Canada Trail
			Morden Colliery Regional Trail
			Coombs to Parksville Rail Trail
			Witchcraft Lake Regional Trail
			Structures e.g., bridges, buildings, trail furniture, sign kiosks
Vehicles, Machinery and Equipment			
Community Parks	Major Assets <i>(approx. #s as of 2016)</i>	Description	<i>Management and maintenance of over 195 community parks, trails and green spaces throughout the RDN electoral areas (EAs).</i>
		EA A	17 Community Parks and Trails
		EA B	40 Community Parks and Trails
		EA C	14 Community Parks and Trails
		EA E	33 Community Parks and Trails
		EA F	19 Community Parks and Trails
		EA G	33 Community Parks and Trails
		EA H	40 Community Parks and Trails
		Structures e.g., bridges, buildings, park furniture, sign kiosks	
		Vehicles, Machinery and Equipment	