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| To: | Warden Hicks and Members of Grey County Council |
| Committee Date: | August 8, 2019 |
| Subject / Report No: | FR-CW-22-19 |
| Title: | Proposal Award for Asset Management Consultant |
| Prepared by: | Amanda Brooks, Asset Management Coordinator and Sharon Melville, Buyer |
| Reviewed by: | Kevin Wepler, Director of Corporate Services |
| Lower Tier(s) Affected: | N/A |
| Status: | Recommendation adopted by Committee of the Whole as presented as per Resolution <i>CW166-19</i> ; |

Recommendation

1. That Report **FR-CW-22-19** containing the proposal results for the **Asset Management Consultant RFP-CS-04-19** be received; and
2. That **Public Sector Digest Inc.** be awarded the proposal for a total amount of **\$220,800.00 (excluding HST)**; and
3. That the scope of work included in the proposal for the **2020 fiscal year** be authorized prior to the **2020 budget approval** and be funded from the **Federal Gas Tax Reserve**.

Executive Summary

Grey County issued a request for proposal, RFP-CS-04-19, on April 26, 2019, closing on May 30, 2019. Seven compliant responses were received and evaluated individually by members of the Asset Management Steering Committee.

The RFP outlined the requirement for a consultant to assess the current state of the County's asset management initiatives, identify the process and documentation gaps, provide suggestions on how to overcome those gaps, and develop a long-term plan for asset management including financial and lifecycle strategies based on industry best practices. This

was requested to be completed along with a project management plan including a timeline and work plan providing attainable steps for the County to follow to successfully fully implement asset management for all County-owned assets.

Staff recommend award of these consulting services related to Asset Management Planning and Implementation to Public Sector Digest Inc (PSD). Their proposal demonstrated that PSD had the most relevant experience in this type of work, strong references, a suitable timeline, and a detailed workplan that demonstrated their understanding of the requested work to meet the County's requirements for an Asset Management Consultant.

Background and Discussion

Ontario Regulation 588/17 Municipal Asset Management Planning for Municipal Infrastructure came into effect in January of 2018. This regulation requires all municipalities in Ontario to have specified asset management documents completed and publicly available by the following deadlines:

| Requirement | Date |
|--|--------------|
| Strategic Asset Management Policy* | July 1, 2019 |
| Asset Management Plan for CORE Infrastructure Assets | July 1, 2021 |
| Asset Management Plan for ALL Assets | July 1, 2023 |
| Proposed Levels of Service and Lifecycle Strategies added to Plans | July 1, 2024 |

*Available on grey.ca

Asset management is a new discipline to most municipalities in Ontario. Grey County, along with many other municipalities, has recently hired staff dedicated to this practice. Several consultants have been working in this field for many years and have developed best practices and processes currently unknown by County staff. Staff hope to obtain this knowledge and expertise through the procurement of a consultant to set up a strong base upon which to grow the County's asset management practices internally going forward.

It was clearly outlined in the RFP that the intention is for the consultant to provide County staff with the knowledge and resources in time for staff to complete an asset management plan for core infrastructure to meet the O. Reg 588/17 deadline in 2021. As well, it was specified that the consultant must lay out a clearly defined plan to asset management organizational maturity, in order for staff to be able to independently gather the information to meet the 2023 and 2024 deadlines and continue the County's asset management progress after the consultant's departure.

The following submissions were received:

| # | Name of Bidder | Status |
|----|-------------------------------|------------------|
| 1. | Green PI Inc | Received on time |
| 2. | WSP Canada Group Limited | Received on time |
| 3. | AECOM Canada Ltd. | Received on time |
| 4. | GHD Limited | Received on time |
| 5. | The Greer Galloway Group | Received on time |
| 6. | Dillon Consulting Limited | Received on time |
| 7. | The Public Sector Digest Inc. | Received on time |

The evaluation criteria and scoring used for this RFP is outlined in the table below:

| <i>Evaluation Criteria</i> | Weight |
|--|---------------|
| <p>Company Overview and Experience with Similar Projects Clearly identify the prime firm submitting the proposal. Identify any other firms that may be involved (sub-contracted) on your behalf and their legal/contractual relationship with the prime firm along with the expertise and respective projected costs of their involvement. Outline the legal structure and ownership of the firms. Provide an overview of the firm's office locations, staffing (number of professional/technical disciplines) and technical resources drawn from each of the respective office locations for this project. Describe the approach to the project that allows for the integrated servicing of the Corporation's needs for this project.</p> <p>Provide a brief resume of the Project Manager and Support Staff, including all staff that would be directly involved in the project. Please indicate experience, credentials and notable achievements in the area of this work. Evaluation of the Project Manager and Project Support Staff will include an assessment of the firm's overall ability to provide adequate resources to this project.</p> <p>Municipal References Respondents shall include a brief summary of other municipalities for which they have performed or are currently performing similar work. Ideally, at least three (3) Project Abstracts that outline previous completed projects of a similar scope and magnitude that have been successfully completed by the members of the proposed project team.</p> | 20 |

| Evaluation Criteria | Weight |
|---|---------------|
| <p>Timeline</p> <p>A timeline (Gantt chart) showing the key milestones of the project proposal, including estimates of time commitments for each staff member for each component of the proposal and a breakdown of the total project cost allocated to each key part of the project. This timeline must include a minimum of 3 in person meetings including the initial kick-off meeting with the Asset Management Steering Committee (AMSC), the final report presentation to the AMSC, and the final report presentation to County Council.</p> <p>As an Addendum to the submitted timeline, a funding timeline showing the cost breakdown relating to each phase of the project shall be provided.</p> | 25 |
| <p>Work Plan</p> <ul style="list-style-type: none"> • Demonstrated understanding of project goals and objectives • Full description of major tasks and subtasks to complete the service that satisfy the County of Grey's objectives and requirements • Clear outline of deliverables and a final plan that is action-oriented and achievable • Sample reports of all deliverables: <ul style="list-style-type: none"> ○ Gap Analysis Report ○ State of the Infrastructure Report ○ Asset Management Strategy and Asset Management Maturity Level Targets Report ○ Project Management Plan ○ Final Report <p>Value added services proposed</p> | 40 |
| Bid Price – total Bid amount to complete the project | 15 |
| Total | 100 |

All proposals were evaluated individually by members of the Asset Management Steering Committee, which consists of 5 staff members. When the evaluative criteria were applied to each submission and reviewed by each member of the team, Public Sector Digest Inc. (PSD) received the highest score. PSD had the most relevant experience in this type of work, strong references, a suitable timeline, and they provided a detailed work plan that thoroughly demonstrated their understanding of the requested work and their ability to meet Grey County's needs. Therefore, it is recommended that the Proposal be awarded to Public Sector Digest Inc. for a price of \$220,800.00 (excluding taxes).

Legal and Legislated Requirements

Grey County is obligated to meet the requirements of Ontario Regulation 588/17 by the regulated deadlines, as mentioned above under “Background and Discussion”.

Financial and Resource Implications

This project will be funded from the Federal Gas Tax Reserve for the first phase in 2019 of \$98,800. The second phase will be budgeted in 2020 for \$122,000. The 2020-2029 Capital Forecast had proposed a cost of \$100,000 for this project to be funded from the Federal Gas Tax Reserve in 2020. Since the 2020 budget has not yet been approved, staff is requesting Council’s authorization to contract these services for 2020, as per Section 10.1 (f) of Grey County’s Purchasing Procedures, “any acquisition of goods or services that is not already approved in the current year’s budget, such as items requiring pre-budget approval, must be reported to Council in order to have the expenditure authorized via resolution”. Please see the summary tables below for the proposed funding and costing structures.

| Proposed Funding[†] | Proposed Source | Net HST |
|--|--|---------------------|
| Approved 2019 Budget – Corporate Asset Management Plan Policies, Strategies and Long-Term Financial Planning | Federal Gas Tax Reserve Funding | \$100,000.00 |
| Projected 2020-2029 Capital Forecast – Corporate Asset Management Plan Policies, Strategies and Long-Term Financial Planning | Federal Gas Tax Reserve Funding | \$100,000.00 |
| Proposed Additional 2020 Funding | Federal Gas Tax Reserve Funding | \$24,686.08 |
| Total Proposed Funding | Federal Gas Tax Reserve Funding | \$224,686.08 |

| Proposed Costs[†] | Excl. HST | Net HST |
|-----------------------------------|---------------------|---------------------|
| Total 2019 Projected Costs | \$98,800.00 | \$100,538.88 |
| Total 2020 Projected Costs | \$122,000.00 | \$124,147.20 |
| Total Proposal Cost | \$220,800.00 | \$224,686.08 |

[†]Timing based upon recommended consultant’s proposed timelines

Relevant Consultation

Internal
Finance Department, Transportation Services Department

External

County of Bruce and City of Richmond Hill staff as municipal references for consultants

Appendices and Attachments

[Ontario Regulation 588/17: Asset Management Planning for Municipal Infrastructure](#)

[RFP-CS-04-19 Asset Management Planning & Implementation Consulting Services](#)