



Corporation of the City of
NEW WESTMINSTER

REQUEST FOR PROPOSAL

NWRFP-21-07

Water and Sewer Asset Risk Model (*Asset Risk Review*)

The City is seeking submissions from qualified Proponents for **Water and Sewer Asset Risk Model (*Asset Risk Review*)** in New Westminster.

Closing Time:

Wednesday, March 24, 2021
3:00 PM, Local Time, Vancouver BC

Closing Location:

upload to <https://fileshare.newwestcity.ca/filedrop/~sS3M7G>

Further requests for information :

Gilbert Matembe
Intermediate Buyer

Email: nwpurchasing@newwestcity.ca

CORPORATION OF THE CITY OF NEW WESTMINSTER

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CORPORATION OF THE CITY OF NEW WESTMINSTER**PART 1****RFP PROCESS & GENERAL REQUIREMENTS****1.0 DEFINITIONS**

- 1.1 “Business Requirements”** means the detailed specifications, requirements and Services set out in Part 2 of this RFP.
- 1.2 “City”, “Owner”** means the Corporation of the City of New Westminster.
- 1.3 “Contract”** means a written contract for the Services that may entered into by the City and a Proponent.
- 1.4 “Proponent”** means a person who submits a Proposal to the City in response to this Request for Proposal.
- 1.5 “Proposal”** means a proposal submitted to the City in response to this RFP.
- 1.6 “Provide” “Supply”** shall mean provide and pay for, and supply and pay for.
- 1.7 “Request for Proposal” “RFP”** means this Request for Proposal, including all Schedules to this Request for Proposal, and any changes the City may from time to time make to this Request for Proposal.
- 1.8 “Services”** means the provision by the successful Proponent of all services, duties, and expectations as described in this RFP, including in the Business Requirements.

CORPORATION OF THE CITY OF NEW WESTMINSTER

2.0 INTRODUCTION

2.1 The City of New Westminster (“the City”) is seeking the services of a qualified consultant to develop an Asset Risk Model for our

- a) Water infrastructure, and
- b) Sanitary, Storm, and Combined (“Sewers”) infrastructure.

Part 1 of this RFP describes the RFP process and sets out general requirements and expectations.

Part 2 of this RFP sets out the Business Requirements, and contains more detailed requirements regarding the services and products sought by the City under this RFP.

Part 3 of this RFP sets out Proposal format and content requirements, which all Proponents are expected to adhere to in preparing their Proposal

3.0 NO CITY OBLIGATIONS TO PROPONENTS

3.1 This RFP is a request for proposals, and not a call for tenders or request for offers and no contractual obligations shall arise between the City and a Proponent upon the Proponent’s submission of a Proposal to the City. For clarity, the City shall have no obligations whatsoever to any Proponent until and unless the City and a Proponent enter into a formal, written contract for the Proponent to provide the Services.

4.0 CITY DISCRETION

4.1 For clarity, and without in any way limiting the City’s rights, prospective proponents should be aware that the City may, at its discretion:

- a) cancel this RFP at any time;
- b) select a Proposal that deviates from the requirements of this RFP;
- c) select a Proposal that is not the lowest cost Proposal;
- d) select a Proposal with a view to engaging the Proponent to provide only some of the Services;
- e) modify this RFP at any time;
- f) reject a Proposal for any reason, including where in the City’s estimation the personnel and/or resources of the Proponent are deemed insufficient or if the City determines that a Proposal is incomplete or does not comply with a requirement under this RFP;
- g) not select any Proposals;
- h) split the provision of the Services requirements between two or more Proponents;
- i) shortlist one or more Proponents to formally present their Proposal to the City’s Evaluation Committee;
- j) negotiate with one or more Proponents, including with respect to the form of Contract;
- k) consider and select a late Proposal.

5.0 PROPOSAL INSTRUCTIONS

5.1 Proposals should be submitted electronically in one (1) Adobe (PDF) file with “**NWRFP-21-07 Submission**” in the Subject to <https://files.share.newwestcity.ca/filedrop/~sS3M7G>

5.2 The City will receive Proposals at the location and time indicated on the title page of this Request for Proposal.

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5.3 It is the Proponent's responsibility to ensure that the City receives its Proposal prior to the closing time indicated on the title page of this Request for Proposal. The City does not accept facsimile or other unsealed Proposals.

5.4 Requests for clarification or further information should be made in writing only to the individual from the City identified on the first page of this RFP. The City may respond to enquiries that it, in its sole discretion, considers relevant to this RFP. The City intends to respond only to those relevant written enquiries received at least ninety-six (96) hours prior to the closing time indicated on the title page of this RFP. The City may record enquiries and post written responses on its website at <https://www.newwestcity.ca/business-and-economy/doing-business-with-the-city/request-for-bids-and-proposals-open>

6.0 CONTRACT REQUIREMENTS

6.1 The City anticipates that any contract arising from this RFP will be based on the City's Consulting Services Agreement and Statement of Work provided by the consultant and agreed to by the City.

6.2 The contract will be "time and materials" based, with an upset limit of \$90,000 (excluding GST).

7.0 GENERAL CONDITIONS

7.1 OWNERSHIP OF PROPOSALS AND FREEDOM OF INFORMATION

All documents submitted to the City in response to this RFP or as part of any subsequent negotiation will become the property of the City, and will not be returned.

7.2 PROPOSAL CONFIDENTIALITY & FREEDOM OF INFORMATION

Proponents should be aware that the City is subject to the provisions of the *Freedom of Information and Protection of Privacy Act* (FOIPPA) ("Act"). A Proponent may stipulate in their Proposal that a portion(s) of their Proposal that contains confidential information and is supplied to the City in confidence. However, under FOIPPA, the City may nevertheless be obligated to disclose all or part of a Proposal in response to a request made under the Act, even if the Proponent has stipulated that part of their Proposal is supplied in confidence. The Proponent should review Section 21 and other provisions of FOIPPA in order to gain a better understanding of the City's disclosure responsibilities under the Act.

7.3 CONFIDENTIALITY OF CITY INFORMATION

All information provided by the City to a Proponent in connection with this RFP is provided on a confidential basis, and Proponents will not disclose any such information to any person (other than the Proponent's legal advisers or consultants) without the City's prior written consent, nor may any Proponent publicize or advertise its involvement with this RFP process without the prior written consent of the City.

7.4 PROPONENT'S EXPENSES

For clarity, Proponents will be solely responsible for their own expenses incurred in connection with this RFP, including in preparing and submitting a Proposal and in any subsequent negotiations with the City.

7.5 CONTACTING CITY REPRESENTATIVES

Proponents shall not contact City elected officials, officers or employees directly or indirectly regarding this RFP, except as indicated in this RFP.

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7.6 CONFLICT OF INTEREST

Proponents shall disclose any potential conflicts of interest and existing business relationships they may have with the City, its elected or appointed officials or employees. The City may reject a Proposal if the City considers that selection of the Proponent to enter into a Contract would give rise to a conflict of interest. The Contract may include a clause providing that a failure to disclose, or false or insufficient disclosure of the nature and extent of any relationship the Proponent may have with the City or any of its elected or appointed officials or employees shall be grounds for immediate termination of the Contract, in the City's sole discretion, without compensation from the City.

7.7 INSURANCE

The successful Proponent will, without limiting its obligations or liabilities and at its own expense, provide and maintain throughout the Contract term, the following insurance with insurers licensed in British Columbia in forms acceptable to the City:

- a) Commercial General Liability Insurance protecting the City, for an amount of five million dollars (\$5,000,000) naming the City as additional insured;
- b) Professional Liability Insurance of one million dollars (\$1,000,000)

7.8 PERMITS AND LICENSES

The successful Proponent may be required to obtain a City of New Westminster or MetroWest Inter-Municipal Business license prior to commencement of work.

7.9 GOVERNING LAW / JURISDICTION

This RFP shall be governed by and construed in accordance with the laws of the Province of British Columbia which shall be deemed to be the proper law hereof and in so doing the Courts of British Columbia shall have exclusive jurisdiction to determine all disputes and claims arising out of or in any way connected to this RFP.

7.10 COVID-19 GLOBAL PANDEMIC

Due to the COVID 19 global pandemic, the City may be required or decide not to proceed with the Work or to terminate any contract prior to the Work commencing. If this occurs, the City will only pay for actual costs incurred by the consultant.

In submitting a Proposal, the Proponent acknowledges the presence of the COVID-19 virus in Canada and other jurisdictions. The Proponent also acknowledges the consequences and impacts "Known Impacts" of the COVID-19 Pandemic existing as of the date of this Request for Proposal, and said "Known Impacts" have been accounted for by the Proponent within the schedule and pricing.

8.0 LIVING WAGE EMPLOYER

- 8.1** Effective January 1, 2011, the City of New Westminster became a "Living Wage Employer". As such, the City has established a [Living Wage Policy](#) that requires all firms that are contracted by the City to provide services on City premises, to pay their employees, who perform said service on City property, a Living Wage as calculated by the Living Wage for Families Campaign. The current living wage rate for Metro Vancouver is \$19.50 per hour, assuming the employer provides no benefits.

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- 8.2** In order to determine an employee's hourly rate with benefits the Living Wage for Families has created a Living Wage Calculator to assist with this determination. Please access the following website to determine your compatibility
http://www.livingwageforfamilies.ca/living_wage_calculator
- 8.3** The City includes in all its competitive bid documents a Declaration referencing the City's expectations with regards to compliance of the Policy (attached as Appendix B). **Completion and submission of the Declaration is required prior to Contract award.**
- 8.4** In evaluating submissions, the City intends to rely on the Declaration provided by a Respondent and shall have no obligation or duty to investigate the truthfulness of the Declaration. Please review the City's [Living Wage Page](#) for further information.

9.0 EVALUATION CRITERIA AND PROCESS

- 9.1** The City intends to evaluate Proposals in order to identify a Proposal that, in the City's opinion offers the best value to the City.
- 9.2** The City intends to evaluate Proposals based on the following criteria and weighting:

Evaluation Criteria	Weighting
Company Profile	5
Capability and Experience	25
Business Process – Methodology	35
Schedule & Resource Allocation	15
Value Add	10
Pricing / Fees / Rates	10
References	Pass/Fail
Total	100

- 9.3** In evaluating a Proposal, the City may review and investigate the Proponent's ability to comply with Living Wage Employer requirements of this RFP and the City may choose not to select a Proponent if the City is not satisfied, in its sole discretion, that the Proponent can meet these requirements.
- 9.4** In evaluating a Proposal, the City may contact references and may choose not to select a Proponent where the references are not satisfactory to the City in its sole discretion. The City reserves the right to seek a reference from sources other than those provided by the Proponent.
- 9.5** In evaluating a Proposal, the City may request financial information regarding a Proponent and may choose not to select a Proponent where the City is not satisfied, in its sole discretion, that the Proponent is in a financial position to perform the Services.
- 9.6** There shall be no obligation on the part of the City to receive further information, whether written or oral, from any Proponent or to disclose the nature of any Proposal received.
- 9.7** The City may invite one or more Proponents for an interview or to provide clarifications of their Proposal(s) and the City may consider the results of such Proponent interview(s) or clarifications in evaluating Proposals.

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9.8 In evaluating a Proposal, the City may consider qualifications and experience of the Proponent and past performance of the Proponent in providing similar services.

10.0 **NEGOTIATIONS**

10.1 The award of a contract may be subject to negotiations with the lead Proponent that is deemed to provide the best value to the City. Such negotiations include, but not limited to, the following:

- a) Changes to the requirements or Scope of Work proposed by the Proponent
- b) Price; and
- c) Specific contract details as deemed reasonable for negotiations by the City

10.2 If a written contract cannot be negotiated within fourteen (14) days of notification with the lead Proponent, the City may, at its discretion at any time thereafter, terminate negotiations with the lead Proponent and either enter into negotiations with the next qualified Proponent or cancel the RFP or negotiate with another supplier.



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NEW WESTMINSTER

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PART 2

BUSINESS REQUIREMENTS

1.0 CORPORATION OF THE CITY OF NEW WESTMINSTER OVERVIEW

- 1.1** The City of New Westminster is the first city in Western Canada and is located at the centre of Metro Vancouver. Just 20 km from downtown Vancouver, the City has both major transportation routes and railways running through its boundaries.
- 1.2** The City, apart from the standard service and facility offerings of a typical municipality, also operates its own Electrical Utility and police force.

2.0 BACKGROUND

2.1 Background - System Components:

a) Water System

- 1) Like many municipalities in the lower mainland, New Westminster purchases treated water from Metro Vancouver. The City owns, maintains, and operates a water system to distribute water throughout the city. The Water System is composed of the following assets (approximately):
- 200 km of water main
 - 12,000 Service Laterals
 - 900 Fire Hydrants
 - 11 PRVs
 - 3300 Valves

b) Storm, Sanitary, and Combined System (“Sewers System”)

- 1) The City owns, operates, and maintains the Sanitary, Storm, and Combined Sewer systems that service approximately 75,000 residents, along with institutional, commercial, and industrial properties located within the municipality. These sewers form part of a complex conveyance system that has historically consisted of sanitary and stormwater loads sharing a combined sewer and discharging into the Metro Vancouver (MV) trunk sewer. Traditionally when a storm event occurs, these combined sewers become inundated with stormwater flows beyond the capacity of the designed dry weather sanitary flows. The captured runoff causes weirs to overtop, discharging the excess flows into the stormwater system at designated points called Combined Sewer Overflows (CSOs). The City is in the process of separating the combined sewer system.
- 2) The sewer system is composed of the following assets (approximately):
- 40 km of gravity Sanitary main
 - 90 km of gravity Storm main
 - 155 km of gravity combined main
 - 10 km of force main
 - 7 km of open drain storm ditches and canals
 - 37 pump stations
 - 4100 catch basins
 - Unknown amount of culverts and open ditches
 - 5500 combined service laterals
 - 2500 sanitary service laterals
 - 1900 storm service laterals
 - 6.6 km dyke system.

2.2 Condition Assessment and Data:

- a) The City has some condition assessment and inspection data. The successful Proponent should provide recommendations to the City for opportunities of improvement. Further, the successful Proponent should recommend theoretical values or alternatives for the Risk Model when condition data is not available.
 - 1) Water system:
 - The City completes regular inspection of its PRVs, hydrants, and zone meters. This is done internally by our Operations teams. There is no regular inspection of the water mains.
 - 2) Sewer System:
 - The City has a formal CCTV condition assessment program to regularly review the underground sewer mains. Mains are reviewed every 10 years, based on its catchment. Manholes are inspected when access is possible. GIS based condition ratings are available for this project.
 - Sewer Operations complete regular inspections of the various pump stations throughout the City. Hard copies of the inspection reports are available. Some digital inspection reports are available for 2020 (following implementation of Cityworks for Sewer crews). Older condition assessment reports (hard copies) completed by past consultants are available for some of the pump stations.
 - Staff completes an annual dyke inspection using a formal check list generally conforming to the Ministry's *Flood Protection Works Inspection Guide*. No GIS information is available for this.

2.3 Background – Asset Management Journey:

- a) The City's Asset Management program was formally initiated in 2005. The next five years were spent creating a common vision for the program, completing a high level review of the assets, developing the TCA Inventory, and re-assessing the AM program. A Risk Assessment was completed in 2007 for water and sewer assets. Since 2010, the City has advanced its journey with the following milestones:
 - 1) 2009 – Finance Department developed Tangible Capital Assets (TCA) inventory to meet PSAB requirements
 - 2) 2011 – City adopted Cityviews (GIS database) as the official system to hold asset inventory information
 - 3) 2016 – City formed an AM steering committee, represented by each department across the City
 - 4) 2017 – City developed and adopted an [Asset Management Policy](#)
 - 5) **2018 – Completed a Risk Model/Risk Assessment/Risk Framework for transportation assets**
 - 6) 2018 – Implemented Cityworks, a CMMS system, to track maintenance activities. This started as a pilot project with the Water Operations crew. Currently, there is minimal data collected through Cityworks from the Sewers Operations crews.
 - 7) 2018 – Developed a [Strategic AM Plan / AM Strategy](#) (SAMP) which was endorsed by Council

- 8) 2019 – Developed a [Transportation AMP](#). Information from the 2018 Transportation Risk Model was used in the AMP.
- 9) 2020/2021 – Developed a Water AMP. Criticality information from the 2007 Risk Assessment was used in the AMP.
- b) The development of Risk Models and AMPs were identified as initiatives in the 2009 SAMP. The 2007 Risk Assessment is now outdated as many infrastructure have been replaced or added to the system. In 2018, the City engaged a Consultant to develop a pilot risk framework for the Transportation assets. The City wishes to use the same framework, but customized to the Water and Sewers Assets.
- c) Note that this will be the working group’s first Risk Model. The City’s transportation Risk model was developed with a different working group.

3.0 BUSINESS REQUIREMENTS

3.1 The City is seeking the services of a qualified Consultant to develop an Asset Risk Model (*Asset Risk Review*) for our

- a) Water infrastructure, and
- b) Sanitary, Storm, and Combined (“Sewers”) infrastructure.

3.2 The objective is to design and apply a GIS-based risk framework to define a risk score for every Sewers and Water asset owned by the City of New Westminster. The project will (high level overview):

- a) Review available data;
- b) Determine a systematic approach to quantify criticality;
- c) Develop customized frameworks to quantify risk; and
- d) Assign risk and criticality numbers to each Water and Sewers assets.

3.3 This project supports the City’s journey in advancing its asset management practices with the goal of sustainable service delivery. The information presented by the Risk Model will be used in the Asset Management Plans (AMPs) for the respective assets. Additionally, this information will assist staff to move towards risk-based decisions when prioritizing capital projects.

4.0 PROPONENT QUALIFICATIONS

4.1 The City is seeking an experienced consultant to lead in developing tools to perform risk-based decisions. At minimum, the consultant will have:

- a) Experience developing risk models/frameworks for Water and Sewer Assets for other organizations
- b) A team of Asset Management consultant(s)/specialist(s) and Infrastructure Engineer(s).

4.2 Other ideal qualities/qualifications include but are not limited to:

- a) Knowledge in what data is required to support an Asset Risk Assessment Model;
 - 1) Ability to identify gaps in the City’s data and information for improvement opportunities
 - 2) Ability to customize the risk assessment model with existing data and consideration for future data collection, all while considering what the industry practice for local governments is (due to limited resources)
- b) Experience leading workshops to determine consequences in a local government setting;
- c) Experience working on a similar project(s) with an organization while transitioning from combined systems to a separated sewer system;
- d) Knowledge of ISO31000 standards for Risk Management.

5.0 **SUMMARY OF WORK**

- 5.1 The primary objective of this project is to develop a model or framework to quantify the risk associated with our water and sewer utility infrastructure at the asset level. The information provided by the risk assessment will be used in the asset management plan to strategically develop a sustainable long-term financial forecast. Additionally, the City wishes to use risk as a factor to prioritize and allocate funding. The risk-based approach should be transparent and repeatable, resulting in defensible decisions.
- 5.2 The successful proponent will complete a customized risk model for the water, sanitary, and storm infrastructure using the SAMP and pilot risk framework developed in the 2018 Transportation Risk Model report. The general framework to be followed:
- a) Standards: AWWA J100:10, ISO31000
 - b) Risk = Probability of Failure x Consequence
 - c) Criticality and consequences evaluated by impacts economically, environmentally, socially, operationally, or as decided by the working group.
 - d) Probability of failure based on condition and demand.
- 5.3 The successful proponent will develop data-driven risk models for the water and sewer assets using the 2018 Transportation Risk Model approach. The Risk Assessment must be customized to New Westminster and our Water, Sanitary, and Storm infrastructure. Probability and consequence should be determined separately. For this risk exercise at the Asset level, consequence of failure can be assumed to have a direct relationship with criticality. In the 2018 Transportation Risk Model, Consequence of Failure (Criticality) is defined by Economic, Operational, Social, and Environmental impacts through multi criteria decision-making method. A similar approach is expected to determine the criteria and weightings for the Water and Sewer's consequence of failure. The risk model should determine the probability of failure for each asset using condition and demand data. Future demand conditions can be obtained from the 2015 Sewers Master Plan and 2015 Water Master Plan. The risk model will be developed and calibrated through an iterative process by the successful proponent using information collected from the City's project team and stakeholder groups through a series of consultant led workshops.
- 5.4 The Risk Model will be GIS and excel based, unless otherwise approved. The City needs to have the ability to update the risk model independently of the successful proponent following this project.
- 5.5 The City will be looking to the successful proponent to guide the City into normal industry practices for Risk Assessment, including incorporation of Climate Change into the assessment.
- 5.6 The City has limited replacement value data. We will be seeking input from the successful proponent to provide high-level unit cost suitable for New Westminster, if required for the model.
- 5.7 As part of this assignment, the successful proponent will lead meetings/workshops with the project team to review the consequence scales, likelihood scales, and risk matrix presented in the SAMP (table 62, 63, and Figure 12) and provide recommendations. The proponents will have to do this for the sanitary, drainage, and water assets. The resultant risk scores will be plotted on the same risk matrix. Currently the risk matrix presented in the SAMP (Figure 12) is different than the one used in the Transportation Risk Model. The City is seeking guidance on how to best calibrate these risk tools while still able to compare the risks of different asset classes. The City desires to have one Risk Matrix and one Likelihood scale, applicable to all City owned assets.

- 5.8** The City's working group will include subject matter experts from Infrastructure Planning Branch and the Utility supervisor from Operations. Stakeholders will include varying levels of staff from Engineering, Operations, and Finance. Direction from the Asset Management Steering Committee is available if required. At this point, we are not anticipating participation from council or the public. The successful proponent will present a summary of the project to the Asset Management Steering Committee at the end of this assignment.

6.0 SCHEDULE

- 6.1** The anticipated timeline for the RFP is currently as follows; however the City reserves the right to modify the actual timing and sequence of events:

Activity	Anticipated Timing
RFP Closes	March 2021
Proponent Selected	April 2021
Work to start	April 2021
Work to be completed	September 3, 2021

- 6.2** Provide a minimum of two (2) weeks' notice for workshops. The City requires two (2) weeks for review of the final draft of the report.

- 6.3** A more detailed schedule will be finalized with the successful Proponent.

7.0 MATERIALS AVAILABLE TO SUCCESSFUL PROPONENT

- 7.1** The following datasets and reports will be provided to the successful proponents:
- GIS files of the City's Water and Sewer system. This will contain the same data presented in the Water, Sanitary, Combined, and Stormwater Layers in the City's Open GIS system.
 - GIS file of the City's cadastral, zoning, and land use data.
 - GIS file of the City's Road Classification.
 - CCTV videos and reports for the gravity mains. Report include condition ratings (GIS data available).
 - Limited GIS based maintenance data.
 - 2015 Water Master Plan Report (only PDF, however Water Model available).
 - 2015 Sewers Master Plan Report (only PDF, however Sewer Model available).
 - 2007 Risk Assessment Program – Risk Assessment Report by Urban Systems Ltd.
 - 2018 Pilot Transportation Assets Risk Model by AECOM Canada Ltd.
 - 2019 Strategic Asset Management Plan (pdf).
 - 2021 Water AMP by Associated Engineering Ltd.
 - 2009 Floodplain Management Strategy Delcan.
 - Dyke Inspection Reports.(pdf)
 - Pump Station Inspection Reports.(pdf)
 - PRV Inspection Reports. (pdf)
- 7.2** The City does not have an existing Risk Registry. The successful proponent will have to develop a risk registry, as required, to develop the risk model.

8.0 **DELIVERABLES**

8.1 The consultant will provide:

- a) Risk Model, all the inputs/outputs, and a User Manual for the Risk Model. Model to be developed using excel and GIS, compatible with Excel 2016 and ArcMap 10.5.1. Inputs for the Risk model to be user friendly for future updates.
- b) Risk Model Report (PDF, word document, and editable excel files) summarizing, at minimum, the:
 - 1) Best Practice and Standards used
 - 2) Risk Assessment Model
 - 3) Consequence of Failure (criticality) Assessment, including a dashboard summarizing results.
 - 4) Probability of Failure Assessment, including a dashboard summarizing results.
 - 5) Risk Assessment, including a dashboard summarizing results.
 - 6) Asset Risk and Criticality Findings.
 - 7) Recommendations
 - 8) Maps of water, sanitary, and storm assets colour coded to summarize and present Risk, Consequence of Failure, and Probability of Failure.

Risk Assessment report should document and summarize the approaches and findings of this project.
- c) Recommendations for improvement of the existing probability of failure scale, consequence of failure scale, and risk matrix (existing in SAMP).
- d) Consultant led Workshops (quantity and duration to be determined by consultant) for:
 - 1) To introduce the concept of Asset Risk, development of the Risk Model, the outputs of the model, and use of the model data
 - 2) To determine and calibrate through iterations, the Probability of Failure and Consequence of Failure (Criticality).
 - 3) Review of existing probability of failure scale, consequence of failure scale, and risk matrix (existing in SAMP)
 - 4) Training for the Risk Model (GIS and excel files) at the end of the project (to max 5 staff)
 - 5) Presentation to the Asset Management Steering Committee at the end of the Project.

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PART 3

PROPOSAL FORMAT AND CONTENT REQUIREMENTS

1.0 PROPOSAL COVER PAGE

Proposals are to include the following Cover Page, completed by the Proponent:

NWRFP-21-07**Water and Sewer Asset Risk Model (*Asset Risk Review*)****Closing Time:**

Wednesday, March 24, 2021
3:00 PM, Local Time, Vancouver BC

Closing Location:

upload to <https://fileshare.newwestcity.ca/filedrop/~sS3M7G>

PROPONENT NAME		
Street Address:		
City Province Postal Code		
Contact Name:		
Telephone number:		Fax:
Email		Date:
Signature: by authorized signatory		

By my signature above, it shall be understood that I have read, understood and accept the requirements outlined in the Request for Proposal, we hereby propose to supply the Services in accordance with the Request for Proposal and as outlined in this Form of Proposal.

2.0 REQUEST FOR PROPOSAL DOCUMENTS

2.1 The RFP Documents include the following documents attached to this Form of Proposal

<u>Appendix Title</u>	<u>Appendix Number</u>
RFP Submission Requirements	Appendix A
Declaration – Living Wage Employer	Appendix B
References	Appendix C
Absence of Conflict of Interest	Appendix D
Draft Statement of Work	Appendix E
Sample Asset Risk Framework	Appendix F

3.0 PROPOSAL FORMAT

3.1 All Proposals should include the following information and in the same sequence of topics and numbered accordingly.

3.2 Sequence of topics:

- 1) Proponent Information - signed
- 2) Appendix A – RFP Submission Requirements – provide all requested information
- 3) Appendix B – Declaration – Living Wage Employer - signed
- 4) Appendix C – References
- 5) Appendix D – Absence of Conflict of Interest
- 6) Appendix E – Draft Statement of Work (SOW)

3.3 Please provide a Table of Contents.

3.4 Proposals should not exceed twelve (12) pages in length excluding attached appendices. Proposals should be provided double-sided on 8 ½” white paper, in a font colour of black and not less than 11 point.



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APPENDIX A

PROPOSAL SUBMISSION REQUIREMENTS

Proposal Submission Requirements

- Proponents should provide the information required under each heading clearly and concisely.
- Note any page number restrictions for each question, where applicable.
- Any attachments required to supplement your response should be clearly cross-referenced and included in your Proposal package.
- Do not respond to any questions in this RFP by referencing another question or information that has been submitted to the City outside of this RFP.

1.0	Company Profile
1.1	Please provide name, address, telephone and web site of your firm;
1.2	A brief overview of your firm, including size, years in service, type of service provided, and other relevant information.
1.3	If applicable, provide a list of key consulting companies or consultants you will be using for this project. a) For each company or individual indicate their role and experiences on projects similar in scope to this project.
2.0	Capability and Experience
2.1	Provide a one to two (1-2) page biography of your key employees who will be working on the project. a) Who are you proposing for this project, what will be their roles, and what are their experiences with completing Risk Models? Please refer to the Proponent Qualifications for City requirements. b) Provide resumes in appendix.
2.2	Can you provide a past Asset Risk Review/Model that was created by your firm? If so, please include in appendix and include client contacts for references. Identify proposed team members for this project who were involved with the past Asset Risk Review/Model.
3.0	Business Processes – Methodology
3.1	Provide a Work Program describing the tasks and deliverables proposed to meet the requirements outlined in Part – 2, Business Requirements. Describe how you will deliver the project. (Maximum of 5 pages)
3.2	Address the following questions (could be embedded in Work Plan): a) How would you determine probability of failure for the different asset classes? b) How would you determine consequence of failure for the different asset classes? c) How do you propose to hold virtual meetings and how do you propose to engage participants?

	d) How would you translate climate change uncertainties into risk? e) How would you consider climate change into this risk model?
3.3	Include a draft Statement of Work (SOW) with your submission as part of the appendix. A Statement of Work (SOW) is a narrative description of the required work. It stipulates the deliverables or services required to fulfil the contract, and it defines the task to be accomplished or services to be delivered in clear, concise, and meaningful terms. The final SOW will be developed by the City and the successful Proponent and will be included in the Agreement. A sample Statement of Work is included in this RFP as <u>Appendix E.</u> <i>*not scored</i>

4.0	Schedule and Resource Allocation
4.1	Provide an overview of your proposed timelines, indicate all major milestones and a list of resources you will require from the City and when. a) Provide a Schedule of activity (Gantt chart) from date of award to project completion indicating your ability to meet the project schedule. b) Provide a schedule/level of effort (spreadsheet format) for this project. Note that the spreadsheet is meant for the Proponent to demonstrate the Proponent's anticipated resource allocation for the proposed Scope of Services.

5.0	Value Add
5.1	Describe any other service(s) you are willing to offer to the City of New Westminster beyond the core service described in the scope of work. a) How do these services set your firm and proposed team apart from other organizations with respect to this project?

6.0	Pricing
6.1	Provide total cost of the project, charge-out rates for each team member, and summary of costs per task.
6.2	Disbursements: The total proposal cost should include an estimate of project related disbursements. The disbursements which will be reimbursed at cost will include the following: a) Reproduction of client requested drawings and reports; b) Delivery of drawings, reports including courier, postage etc.; c) All necessary documents required to obtain all permits and approvals from the authorities having jurisdiction. All other expenses including travel must be included in the fee proposal.



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APPENDIX B

DECLARATION – LIVING WAGE EMPLOYER



DECLARATION – LIVING WAGE EMPLOYER

I, _____ as a duly authorized signing officer of

Company: _____

Address: _____

_____, confirm that all employees and sub-contractors under our contract with the City as outlined below, are paid not less than the “Living Wage” as calculated by the Living Wage for Families Campaign.

I understand that this requirement extends only to those employees and sub-contractors’ employees that perform work while on City premises and property for durations in excess of one continuous hour per occasion.

I understand that the City will conduct audits if and when notification of breach of this compliance is received by the City. I understand that in the event any breach of this declaration is found to be true, the City reserves the right to cancel its contract without penalty at any time once said authentication of the breach is made.

Contract Name: _____

Authorized Signatory:

Dated:



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APPENDIX C

REFERENCES

REFERENCES

Please provide three (3) references for companies for whom your organization has completed work of a similar magnitude and nature in the past five (5) years. The City of New Westminster may be used as a reference, if work of a similar nature has been provided to the City.

Reference 1	
Company Name and Address	
Contact Name	
Telephone Number	
Email address	
Brief Description of services provided	

Reference 2	
Company Name and Address	
Contact Name	
Telephone Number	
Email address	
Brief Description of services provided	

Reference 3	
Company Name and Address	
Contact Name	
Telephone Number	
Email address	
Brief Description of services provided	

1.1 The City reserves the right to contact the references to confirm the nature and performance of the work provided by the Proponent. The City may not enter into any contract with any Proponent whose references, in the City's sole opinion, are found to be unsatisfactory. The City reserves the right to seek a reference from sources other than those provided by the Proponent.

1.2 Description of services provided can be expanded but limited to one (1) page per Reference.



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APPENDIX D

ABSENCE OF CONFLICT OF INTEREST

Absence of Conflict of Interest

The City reserves the right to reject Proposals from Proponents, who in the opinion of the City, are in conflict of interest, in relation to the Services described in the RFP. The determination of a conflict will be in the sole discretion of the City.

1. State if there is a conflict, or potential conflict of interest, that may exist with provisions of the Services to the City.	Yes No
2. If you have answered “Yes” to Question 1 noted above , please provide a description of the nature of the conflict of interest below:	

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APPENDIX E

SAMPLE STATEMENT OF WORK

A MS Word version of the Statement of Work has been posted separately.

STATEMENT OF WORK – NAME OF WORK

Primary Contact Information	
Owner	City of New Westminster
Project Name:	Enter Project Name
City Project Manager:	
Telephone No.:	
Email Address:	
Mailing Address	511 Royal Avenue New Westminster, BC V3L 1H9
Consultant Name:	
Project Manager:	
Telephone No.:	
Email Address:	
Mailing Address	

Introduction
This Statement of Work has been prepared for the Enter Name of Project. This Statement of Work document outlines key project information, including objectives, scope of work, tasks, milestones/schedule, deliverables, and standards and testing specification documents that will be used. It also outlines how project success will be defined, and how the project will be budgeted and invoiced.

Project Objective
Enter the Project Objective(s)

Scope of Work
List (in point form) the scope of work: • Task 1 • Task 2 • Task 3 • etc.

City's Responsibilities
List what the City will do / provide

- Item 1
- Item 2
- Item 3
- etc.

Tasks

-Detailed tasks as outlined in proposal document.

- Task 1
- Task 2
- Task 3
- Etc.
-

Milestone/Schedule

Deliverables

• Item 1 • Item 2 • Etc. •	•
---	---

Standards & Testing

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Define Success

This section will be developed by the Owner and Consultant



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APPENDIX F

SAMPLE ASSET RISK FRAMEWORK

Asset risk framework from the 2018 Transportation Asset Risk Model Report. Provided only as an example, for the purposes of this RFP. Details and weightings have been redacted.

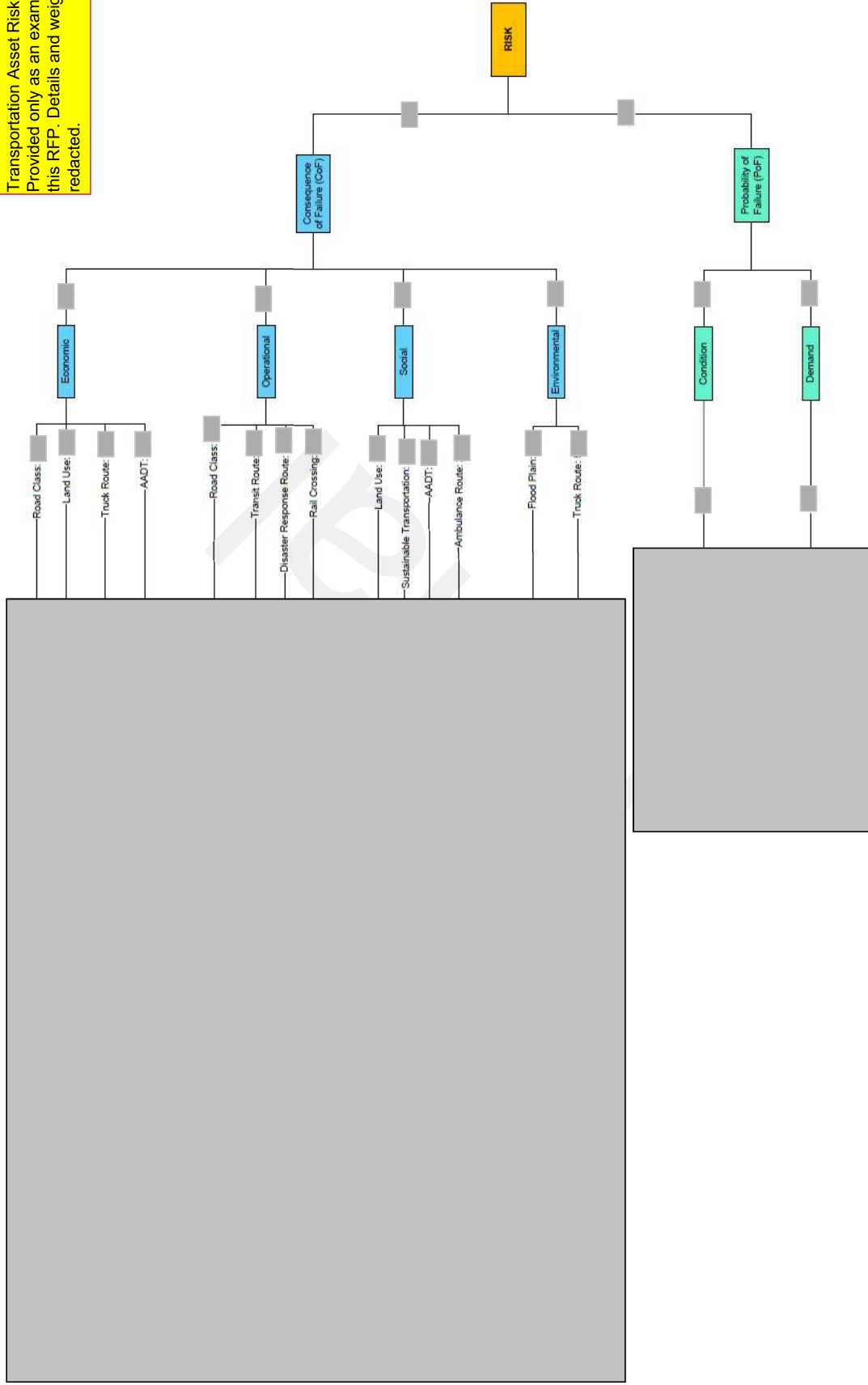


Figure 1 –Risk Framework for Road Assets