



REQUEST FOR PROPOSAL

NWRFP-21-25

Facilities Condition Assessment 2022 & Associated Software System Implementation

Closing Time:

Wednesday, October, 13th, 2021
3:00 PM, Local Time, Vancouver BC

Closing Location:

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

Further requests for information :

Purchasing: Patrick Shannon, SCMP
Purchasing Manager

Email: nwpurchasing@newwestcity.ca

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.

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

- 1.1** The City of New Westminster is seeking a consulting firm with experience in providing Facility Condition Assessments, to complete a comprehensive Facility Condition Assessment (FCA) and implementation of a software system to manage the FCA data. The City reserves the right to qualify one or more firms and to use these qualified firms for a period of five (5) years. Refer to Part 2 – BUSINESS REQUIREMENTS for an in-depth scope of work.
- 1.2** 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.
- 1.3** This 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.
- 1.4** The city, at its discretion, reserves the right to;
- a) select a Proposal that deviates from the requirements of this RFP;
 - b) modify this RFP at any time.
- 1.5** 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.
- 1.6** This RFP shall be governed by and construed in accordance with the laws of the Province of British Columbia.
- 1.7** The City reserves the right to negotiate with the lead Proponent deemed to provide the best overall value and such negotiations may include, but are not limited to:
- 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.

2.0 COVID-19 GLOBAL PANDEMIC

- 2.1** 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.
- 2.2** 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.

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3.0 PROPOSAL INSTRUCTIONS

- 3.1** Proposals should be submitted electronically in one (1) Adobe (PDF) file with Subject “NWRFP-21-25 Submission” in the Subject to <https://fileshare.newwestcity.ca/filedrop/~sS3M7G>
- 3.2** The City will receive Proposals at the location and time indicated on the title page of this Request for Proposal.
- 3.3** 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.
- 3.4** Requests for clarification or further information must be made in writing only to the individual identified on the first page of this RFP. The City intends to 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. The City will 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>

4.0 CONTRACT REQUIREMENTS

- 4.1** 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.
- 4.2** The City expects that any Agreement with the selected Proponent will be for an initial term of one (1) year with four (4) optional one (1) year renewal terms at the sole discretion of the City.

5.0 OWNERSHIP OF PROPOSALS AND FREEDOM OF INFORMATION

- 5.1** All documents submitted with your Proposal will become the property of the City, and as such shall be subject to the disclosure provisions of the *BC Freedom of Information and Protection of Privacy Act (FOIPPA)* and *Community Charter*. 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.

6.0 INSURANCE, PERMITS AND LICENSES

- 6.1** 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 five million dollars (\$ 5,000,000)
- 6.2** The successful Proponent may be required to obtain a City of New Westminster or MetroWest Inter-Municipal Business license prior to commencement of work.

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7.0 **LIVING WAGE EMPLOYER**

- 7.1 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.
- 7.2 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
- 7.3 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 A). **Completion and submission of the Declaration is required prior to Contract award.**
- 7.4 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.

8.0 **EVALUATION AND SELECTION PROCESS**

- 8.1 The City will evaluate all submitted valid Proposals. The City will not necessarily accept any or all Proposals. The object of the evaluation and selection process is to identify the Proposal that, in the City’s opinion offers the best value for the services requested.
- 8.2 The City will evaluate the requirements and only those deemed by the City to have the right experience/capabilities/methodology etc. will have their price evaluated.
- 8.3 Proposals will be evaluated based on the following criteria:

Evaluation Criteria	Weighting
Executive Summary	5
Organization Experience	15
Team Experience	15
Methodology Assessments	20
Software Application	20
Schedule	5
Pricing	10
Value Add	5
Social and Sustainable	5
Total	100

- 8.4 The City, at its discretion, may request any or all of the Proponents to present their proposals and/or interview with the Selection Committee. Note that any information provided by Proponents in their proposals or discussed in presentations/interviews may be incorporated into any Contract with the Proponent.

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8.5 The City advises all Proponents that the process for evaluation/interview and finalizing the lead/winning proponent may take 2 – 3 months.

9.0 **NEGOTIATIONS**

9.1 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 are 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

9.2 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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PART 2

BUSINESS REQUIREMENTS AND SCOPE OF WORK

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1.0 **BACKGROUND**

- 1.1** The Civic Buildings & Properties Division at the City of New Westminster oversees the maintenance and life cycle support of the City's Building Assets. Through this RFP they are seeking services of a consulting firm with a strong expertise in Facility Condition Assessments to:
- a) complete a comprehensive Facility Condition Assessment (FCA) of identified Civic Buildings within the City of New Westminster (including observation and analysis)
 - b) recommend and implement an approach for storing, managing, using and updating the information collected through the FCA into a Capital Planning software system
 - c) develop a strategy for updating and managing Condition Assessment data moving forward, as well as create a strategy and timeline for future Condition Assessments
- 1.2** The City has a portfolio of more than 60 buildings, which includes recreation centres, libraries, fire halls, corporate buildings, arenas, police buildings, etc. See Appendix F for the 'Building List'.
- 1.3** For Background details please see Appendix B.
- 1.4** Schedule:

Activity	Anticipated Timing
Parkade Walk Through	September 23, 2021
Interview & Demonstration of Software; for Preferred Proponents only (if applicable).	November 8, 9, & 10, 2021 Proponents should keep availability on these dates.
Finalization of Contract	November 2021
Start- up Meeting	Late November 2021
Work Anticipated to be completed	March 31, 2022

2.0 **BUSINESS REQUIREMENTS & SCOPE OF WORK**

- 2.1** The Consultant should attend a 'Project Start-Up Meeting' to refine the project scope, timeline, information needs and items as identified in this RFP. At the Start-Up meeting, the Consultant should be prepared to provide an overview of the Consultant's approach to this work as identified in the 'Start-Up Meeting' Section of this RFP. Meetings or progress updates with City staff should also be held, as appropriate, throughout the process.
- 2.2** For the purposes of this RFP, the term 'Facilities Condition Assessment' (FCA) when used in this RFP, is intended to refer to all the work included as part of the 'Scope of Work' for this project. A detailed outline of this work is provided in Appendix C and is framed around the following four project components as outline in this RFP:
- a) Project Initiation
 - b) Condition Assessment of City Buildings – the component involves:
 - 1) Inspection, analysis of City Buildings and synthesis of FCA data; including inspection and observation of key civic facilities, analysis, collection and organization of building condition data, and synthesis of this information into useable form (i.e., Building Condition Reports and Software system)

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- c) Capital Planning Software – Provision and Implementation:
 - 1) Provision and implementation of a capital planning software system, including staff training
- d) FCA Ongoing Data Management Strategy - Recommendations for ongoing management of FCA data and future FCAs

Note: the City is also requesting the successful proponent to complete a condition assessment for two City-owned parkades. Unless stated otherwise in this RFP, the requirements of the parkade condition assessment are the same as the FCA.

2.3 The City will be responsible for:

- a) Providing facilities information, including (where available):
 - 1) previous Condition Assessment Reports (2007),
 - 2) as-built drawings and floorplans,
 - 3) equipment lists,
 - 4) other relevant information and information as requested by the consultants, as available,
- b) Scheduling the Start-Up meeting, and developing the agenda, leading and facilitating the meeting,
- c) Timely review of and provision of written approval to the 'Project Initiation Document' and sample Building Reports,
- d) Providing access to facilities as required (through an agreed upon schedule),
- e) Identifying key staff for software training

2.4 What does a good supplier look like:

- a) 5+ year's experience in Facilities Condition Assessments,
- b) the prime consultant leading the assessment team shall be a professional architect or engineer (with registration in the Province of British Columbia),
- c) provide a team composed of multi-disciplinary services as necessary given RFP requirements. At minimum, the team should be composed of a structural, building envelope professional, mechanical engineer, electrical engineer, a team member(s) with the experience and expertise to evaluate architectural components such as interior systems, building sites, sustainability opportunities, etc., and building code requirements as described in this RFP. A registered architect (Architect AIBC), and Building Code Consultant would be an asset.
- d) the Engineers and Firm should be registered with EGBC. EGBC's Permit to Practice requirement is expected to be implemented by the time deliverables are to be submitted.
- e) the assessment of the parkades must be completed by a team of engineers proficient in the following areas: Structural/Parkade, Building envelope, Grounds/Civil, Electrical, Mechanical, Elevators, and relevant Codes. Each report section shall be signed and sealed by Professional Engineers practicing in BC, and experience in Facilities Condition Assessments.

2.5 In the early stages of the project, as noted in this RFP, the Consultant will provide:

- a) A Project Initiation Document,
- b) Three (3) Sample Building Condition Reports,
- c) A written schedule for on-site inspections.

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3.0 SUBMISSION REQUIREMENTS

- 3.1** Proposals should be concise and directed to the requirements of this RFP. Proposals should be provided double-sided on 8 ½” white paper, in a font colour of black and not less than 11 point. All proposals must include and clearly identify:
- a) **Cover Page:** Front page of this RFP with the required Proponent information filled out and signed.
 - b) **Executive Summary (5%) :** (2 pages) including a brief history of the firm, overview of overall ability and expertise, and experience and competencies in providing deliverables similar in nature to those identified for this project. Provide a brief overview of your understanding of the project.
 - c) **Organization Experience (15%):** (2 pages max per example) Select three (3) projects in the past five (5) years where you provided similar services as requested in Appendix C – Scope of Work. Include at a minimum the following information:
 - 1) Overview of the project
 - 2) Budget for the project
 - 3) Your role
 - 4) Timeline to complete the scope of work
 - 5) What worked and what didn't
 - 6) What would you do differently
 - 7) Ensure one (1) of the examples demonstrates you have delivered a local context, climate and codes and standards as part of the project
 - d) **Team Experience (15%):** The proposed project team complete with brief bios, describing each person's role in this project and their qualifications and experience to successfully take on the role. Clearly indicate which component and element each team member will be responsible for assessing.
 - 1) Provide full resumes as Appendices for each key member to your response.
 - e) **Methodology Assessments (20%):** (5 pages Max) Provide your methodology and approach to successfully achieve the objectives as requested in this RFP.
 - 1) Use the requirements and expected deliverables as noted in this RFP
 - 2) Ensure you address each of the following:
 - Project Initiation
 - Start-up Meeting
 - Condition Assessments
 - Sustainability Assessment
 - Integrating Assessment data into the Software
 - Strategy to maintain FCA data and plan to move forward for future
 - 3) Be as detailed as possible

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- f) **Software Application (20%): (2 pages Max)** Provide your methodology and approach to successfully achieve the objectives as requested in this RFP.
- 1) Use the requirements and expected deliverables as noted in this RFP see Appendix E
 - 2) Provide a high-level overview of the proposed software application as per below and include an appendices for additional information.
 - your understanding of what the City requires the software to do,
 - an overview of the program's capabilities to meet the City's expectations for the software; including its capabilities as a capital planning tool,
 - software requirements or relevant information to the City's use and operation of this software, reporting capabilities and hosting requirements for the software.
 - 3) Table 1 as per Appendix E (not part of the two (2) page max)– **complete and provide as part of your response**
- g) **Schedule (5%):** Provide a schedule of activities from date of award to final submission, including a labour summary matrix that provides person-hour estimates for each of the work activities. Assume the work will commence on November 22, 2021.
- 1) Indicate what are the drivers that dictate the work (if applicable)
 - 2) Provide a Gantt chart
 - 3) Ensure you address Project Initiation, Start-up Meeting, Assessment phase, Software (SW) integration/implementation phase.
 - 4) Refer to section 1.4 Schedule
- h) **Pricing (10%):** Understanding the City's budget is \$150k (not including the Parkade Assessment and future SW License fees) break down the pricing into the following:
- 1) All services relating to the consulting work as requested in Appendix C (minus those related to the software)
 - 2) SW Integration/Training
 - 3) SW License fee
 - 4) Annual SW License fee
 - 5) Parkade Assessment
- i) **Value Add (5%):** Provide a description of your organization's unique expertise and successes; what sets your firm and proposed team apart from other organizations with respect to this project
- j) **Social and Sustainability (5%):** Explain your social and sustainability policy and process. Explain how your company addresses anti-racism, diversity, inclusion, and equity. Explain how your company promotes sustainability (locally and in your operations), i.e. do you have a carbon footprint reduction plan? How do you manage waste in your facility or on a job-site?
- k) **Living Wage Declaration:** As per Part 1, section 7.
- l) **References:** Complete the attached table of references below

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REFERENCES

Please provide three (3) references for companies 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 reserves the right to seek a reference from sources other than those provided by the Proponent.



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APPENDIX A

DECLARATION – LIVING WAGE EMPLOYER

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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 B

BACKGROUND DETAILS

APPENDIX B - BACKGROUND

- 1.1 The Civic Buildings & Properties Division at the City of New Westminster oversees the maintenance and life cycle support of the City's Building Assets. The Civic Buildings & Properties Division is seeking proposals to retain a qualified, experienced consulting firm with a strong expertise in providing Facility Condition Assessments, to complete a comprehensive Facility Condition Assessment (FCA) of identified Civic Buildings within the City of New Westminster (including observation and analysis) and to recommend and implement an approach for storing, managing, using and updating the information collected through the FCA into a Capital Planning software system. At minimum, the consulting team should be composed of a building envelope professional, a structural, mechanical engineer, and electrical engineer.
- 1.2 This work is intended to inform the Division's capital planning process by:
 - a) providing a 'snapshot' of the current condition of the City's Building Asset Class along with required maintenance, renewals, and upgrade work etc., and by,
 - b) implementing this information into a software system that can be used to manage and update this information on an ongoing basis.
- 1.3 As part of the City's Asset Management Strategy (2019), the City is in the process of developing Asset Management Plans (AMP) for all of the City's Asset classes. In addition to informing the Division's capital planning process, the information presented in this Facility Condition Assessment will inform the upcoming work for the Building Asset Class AMP. The City's Strategic Asset Management Plan can be found [here](#).
- 1.4 In 2019, the City of New Westminster declared a Climate Emergency. As part of the City's Climate Action work, the City of New Westminster's [Corporate Energy and Emissions Reduction Strategy 2020 \(CEERS 2020\)](#) has been developed to help the City identify long term actionable strategies that would need to be implemented in order to reach its goal of becoming carbon neutral by 2050 (65% reduction by 2040) and short term targets and actionable strategies for meeting greenhouse gas (GHG) reduction targets of 45% by 2030. To support the Climate Emergency declaration, the City established [Seven Bold Steps](#). Through Bold Step 1, Carbon Free Corporation, the City pledged that it will work to exceed its climate emergency targets by striving to be net zero by 2030. The City is also hoping that, as part of this FCA work, opportunities can be identified to improve climate resiliency and mitigate climate change hazard assessments within the City's facilities.
- 1.5 The Civic Buildings & Properties Division has identified sixty-three (63) existing Civic buildings within the City of New Westminster that are to be evaluated as part of the Condition Assessment (Refer to Appendix F of this RFP for the Building List). The total budget for this project is estimated to be **\$150,000.00**. This budget is intended to include the Facility Condition Assessment and the initial costs as required to implement the selected software. This work is anticipated to be completed by the end of March 2022.
- 1.6 Civic Buildings are an important asset for a City and a community. To ensure the longevity of these assets and to make sure these facilities are functioning properly, Cities need to accurately plan and budget for repair and maintenance of these assets from a life cycle perspective. Understanding an accurate picture of where the City's Building assets (including individual components within the building) are in their useful operating life and the scope of maintenance work required, can help the City to plan for the lifecycle of a facility, and to prioritize

maintenance work over a number of Civic Buildings through the Capital Planning process. The City has a portfolio of more than 60 buildings. These include recreation centres, libraries, fire halls, corporate buildings, arenas, police buildings, etc. See Appendix F for the 'Building List'.

2.1 Objectives of this Work

Through this work, the City's hopes to:

- a) understand the current condition of the City's facilities (including building elements, components and systems), and to quantify the current deferred maintenance requirements and deficiencies and the ability to do projections and analyze costs derived from these for capital renewal,
- b) for every deferred maintenance and deficiency identified in the FCA report, receive recommendations on when and how to correct the condition, along with associated costs,
- c) understand what, if any, specific maintenance work within City facilities should be prioritized for immediate mediation (i.e., within a year), and the estimated cost for this work,
- d) collect and record the FCA data in a consistent manner across facilities so that the information and analysis can be easily compared on a citywide level to aid in making capital planning decisions,
- e) identify opportunities to improve climate resiliency and mitigate climate change risk assessments within the City's facilities,
- f) generate a Facility Condition Index (FCI) analysis and a 5 point *quantitative condition criteria* for each building; this information will help inform the forthcoming Building Asset Class Asset Management Plan. See Appendix D.
- g) identify opportunities and recommend improvements to civic facilities to improve water use efficiencies,
- h) implement a Capital Planning software system; the software should allow the City to manage, analyze FCA data and information, update facility conditions and plan and execute capital projects based on FCA data and information. The software should be capable of acting as a tool to inform capital planning decisions for the City's Building Assets,
- i) develop a strategy for updating and managing Condition Assessment data moving forward,
- j) develop a strategy and timeline for future Condition Assessments.

2.2 Existing City Reports

2.3 Building Reports were completed in 2007 for some of the Civic Buildings included in the Building List (Appendix F); this information requires updating and Condition Assessment information is required for the City's newer buildings and buildings not included in the previous reports. In addition, a Hume Pool Facility Condition Assessment completed in 2018 as well as the Mechanical Assessment completed in 2020. Existing Condition Assessment Reports will be provided to the selected Consultant.

2.4 The following documents may inform the sustainability opportunities identified through this work:

- a) In 2017, Engineering Services conducted a high level assessment of water conservation efforts in a report presented to Council titled *Assessment of Water Conservations Efforts in New Westminster*. Council provided comments and recommended that staff initiate a phased program of civic facilities audits to identify a retrofit plan for inefficient fixtures, procedures and systems.

- b) The *Corporate Energy and Emissions Reduction Strategy 2020 (CEERS 2020)* identifies 13 buildings for Energy Conservation Measures (ECMs) based upon an *ASHRAE Level 1 energy study* of these buildings. The Buildings identified for ECMs are identified in the Building List (Appendix F).

2.5 Compatibility expectations between the selected software and other existing City programs

- 2.6 The City does not currently have an enterprise Asset Management software system in place but is looking to begin this process in the upcoming years.

- 2.7 The City is currently in the middle of implementing an enterprise computerized maintenance management system (CMMS) for the different Divisions across the City. The City has selected Cityworks as our CMMS. Cityworks has not yet been configured or implemented for the Civic Buildings & Properties Division but it is anticipated that the structure of Cityworks for the Civic Buildings & Properties Division will follow Uniformat II Classification. The consultant shall ensure the resulting data exported from the FCA project is aligned and compatible with Uniformat II Classification and Cityworks capabilities. Through Cityworks, granular maintenance work is tracked, this includes the building, the relevant assets plus labour and material costs. The City is looking to, through this work, acquire a software program that works in parallel with Cityworks to inform long term capital decision making abilities.

- 2.8 The City's Finance Department uses Citywide to report Tangible Capital Assets. The capital planning software selected by the consultant shall have the ability to integrate with CityWide as part of a Tangible Capital Asset (TCA) program. Note to proponents: The City assumes the Condition Assessment data will be categorized to a minimum of Uniformat II Level 3 (or more detailed, as required); this will comply with the bridging requirements for the City's TCA program which requires a minimum classification of Level 2.

While the City wishes to be able to export data and information from the FCA Capital Planning Software for use in Cityworks, Citywide, and the enterprise AM software (to be selected) in the future, the City, at this point, does not anticipate the Capital Planning software to be integrated with Cityworks, Citywide, or the future AM software.

- 2.9 The City of New Westminster's Asset Management Strategy (SAMP) was completed in 2019.

2.10 Front Street Parkade (362 Columbia Street in New Westminster)

- 2.11 The City of New Westminster owns and operates a three-level reinforced concrete parking structure known as the Front Street Parkade. The structure is located south of the Columbia Street business district and is situated above Front Street. The structure was built in 1965 and originally spanned from Begbie Street to Fourth Street. In 2016/2017, the City removed the west section of the parkade (Begbie to 6th Street) and undertook a complete rehabilitation project on the remaining eastern portion of the parkade (6th Street to 4th Street). A condition assessment for the concrete elements of the parkade structure was last completed in 2014.

- 2.12** The parking structure is a conventionally reinforced concrete structure that is comprised of suspended slabs supported by slab bands, beams, and columns. The structure is ~265 metres in length and nominally ~20 metres in width. Each slab has one east-west drive aisle, and one row of parking is present at each of the north and south sides of the structure. The structure has three levels: the lowest slab is Level A, the middle slab is Level B, and the uppermost slab is Level C. The parkade structure is connected to the adjacent buildings, walkways, and roadways through a series of ramps, stairs. The office of the parking attendant is located on slab A. In addition to the concrete structure, the parkade has components for drainage, electricity, lights, and electric vehicle charging ports. The attendant's office, added in ~2016, is fully serviced with a washroom and HVAC system.
- 2.13** Additional site information on the parkade is included in Appendix G.
- 2.14** **Fourth Street Parkade (410-420 Carnarvon Street)**
- 2.15** The City's second parkade, built in the 1990s, is located beneath the residential building of 410 & 420 Carnarvon Street. The City owns the first levels (staggered P3 to P7) of the parkade through an airspace parcel agreement. The remaining parkade (below the City's parkade) and the residential units (above the City's parkade) are owned by the Building Strata. Only the City owned levels are within in the scope of this project. Each floor is approximately 75m by 40m. This parkade is an underground concrete structure, with drainage, electrical, and HVAC components. Additionally, this structure has one elevator that is part-owned by the City.
- 2.16** Additional site information on the parkade is included in Appendix G.



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APPENDIX C

SCOPE OF WORK

APPENDIX C – SCOPE OF WORK

- 1.1** The term ‘Facilities Condition Assessment’ (FCA) when used in this RFP, is intended to refer to all the work included as part of the ‘Scope of Work’ for this project. The results of the parkade condition assessment will be reported separately and will not be included in the Asset Management Software (more information below).
- 1.2** The Scope of Work is framed around the following four project components:
- a) **Project Initiation,**
 - b) **Condition Assessment of City Buildings** – the component involves the Inspection, Analysis of City Buildings and Synthesis of FCA data; including inspection and observation of key civic facilities, as outlined in this RFP, analysis, collection and organization of building condition data, as outlined in this RFP, and synthesis of this information into useable form (i.e., Building Condition Reports and Software system), as outlined in this RFP,
 - c) **Capital Planning Software – Provision and Implementation** - Provision and implementation of a capital planning software system; as outlined in this RFP,
 - d) **FCA Ongoing Data Management Strategy** - Recommendations for ongoing management of FCA data and future FCAs, as outlined in this RFP. The City is also requesting the successful proponent to complete a condition assessment for two City-owned parkades. Unless stated otherwise in this RFP, the requirements of the parkade condition assessment are the same as the FCA. The City is requesting this to be separated because the parkade is funded differently than the other civic buildings.

Project Initiation

- 1.3** ‘Project Initiation Document’ - in order to confirm that the project expectations of the Consultant align with the project expectations of the City, the Consultant will provide a written ‘Project Initiation Document’ to the City at the early stages of this work (at a time agreed upon at the Start-Up meeting). This document is intended to contain specific details about how the project will be executed and should be more specific than a ‘Statement of Work’. The document should be approved by City staff (as identified at the Start-Up Meeting) in writing, prior to the submission of any key deliverables and ideally as early in the project as possible. The ‘Project Initiation Document’, as identified in the RFP should include a written overview of the following:
- a) **Overview of work** – in 1-2 pages clearly identify the approach that will be taken for determining what building systems, components etc., are/are not recorded in the FCA. Identify if there is a minimum value threshold for which expenditures are documented,
 - b) **Strategy for compiling and organizing data** – in 1-2 pages clearly identify how the FCA data will be compiled so that is collected in a consistent manner that the data is easily sortable, usable and comparable by City staff across components and buildings. Specifically comment on methods for prioritization, categorization, classification of renewals and deficiencies (refer to Appendix D)
 - c) **a ‘Building Condition Report’ template;** provide:
 1. a Building Condition Report template outlining what data will be collected from the FCA for each building (i.e., systems information, deficiencies etc.), what info will be included in the report for each Building Asset (i.e. FCI rating etc.,), what

information will be included for each reported element/component or and show how the data will be organized in each Building Condition Report,

2. the template should illustrate how the information within ‘strategic planning’ recommendations and ‘climate action opportunities’ section of each report will be compiled,
3. Provide the ‘Facility Condition Index’ (FCI) breakdown that will be utilized and associated formula; the FCI calculations should correlate to the **‘Physical Condition Grading of Facilities Assets’** table included in Appendix D of this RFP.

1.4 Coordinate on-site visits – The Consultant will, prior to beginning the site inspections required for this work, provide a written schedule to staff for on-site visits to identified facilities for review by City staff. The Consultant will coordinate with City staff to obtain on-site access to the building as required to complete this work and to coordinate when/if staff resources are required to facilitate access.

1.5 Sample Reports – In addition to the ‘Project Initiation Document’, shortly into the start of the FCA work, the City staff expects the proponent to provide a sample ‘Building Condition Report’ for three (3) sites identified in the Building List (Appendix F) for review and approval by City staff. The samples would provide the City an opportunity to review the draft Building Condition Reports and identify and address any issues that could arise before proceeding with additional site visits. This timing for providing three (3) sample Building Condition reports should be discussed and agreed upon mutually with City staff at the project Start-Up meeting.

Condition Assessment of City Buildings

1.6 Comprehensive visual non-destructive assessment – The Consultant will perform a comprehensive visual non-destructive assessment of identified Civic buildings. This work should include but not be limited to: substructures, shells, interiors, conveying, plumbing, HVAC, fire protection, electrical systems, equipment and furnishings, and building sitework. The Consultant will through FCA data, along with a review of relevant existing building data and maintenance history, shall identify all deficient conditions in terms of deferred maintenance, capital repair and health and safety code non-compliance. (Refer to Appendix D).

1.7 The Consultant will report expenditures (regardless of intended expenditure value as identified in the ‘Project Initiation Document’) if the Consultant feels an expenditure is of particular importance (such as life safety, risk of injury, health risk, expensive in the long-term if ignored in the short-term, etc.) and not typically performed under service/maintenance contracts.

1.8 The Condition Assessment should focus on, but not be limited to the following:

- a) structural systems – walls, foundation, slabs, columns and other visible structural components. In addition, the building’s fall protection capabilities and other maintenance accessibility issues should be assessed.
- b) Exterior Building Envelope – roofs, waterproofing systems, balconies, fire escapes, gutters, downspouts, etc.,
- c) exterior wall Systems – windows, overhead doors, doors caulking and sealants etc.,
- d) interior systems – interior finishes, millwork, washrooms and kitchens, doors, flooring, painting, stairs and landings, partitions etc.,

- e) vertical systems – stairwells, elevators & lifts (existing elevator and lift audits are available for some sites, these should be included in the database),
- f) life safety systems including fire protection, fire panels, sprinklers and standpipes. In addition, the building’s current fire code compliance should be assessed,
- g) mechanical systems – plumbing systems (fixtures, water distribution, sanitary waste, rainwater drainage) and HVAC systems (all heating and cooling systems),
- h) plumbing fixtures from a water conservation perspective; i.e., identify leaky fixtures such as looking for silent leak toilets and dripping faucets (even though the faucet is “closed”),
- i) electrical systems – electrical service & distribution, lighting (interior and exterior), communications & security, and other electrical system-related pieces such as UPS, generators, and emergency lighting,
- j) location of Fire Dampers – as part of the FCA inspection and analysis work, Fire Dampers locations should be identified in each building; the Consultant should coordinate the approach to identifying the location of fire dampers with City staff in the early stages of the project, i.e.) if marked on drawings, and/or described in the Building Reports etc.),
- k) building Site – i.e., outside of the building envelope but within the site parcel such as parking lots, sidewalks, pathways, site lighting and signage, etc.,
- l) hard surfaces (including parkades and plazas where applicable),
- m) other special systems (equipment with a significant capital request (>\$10,000) for replacement),
- n) assessment of buildings and equipment for health and safety code non-compliance, identification of the energy source of building components, if known (i.e., identifying if a component operates using fossil fuels),
- o) observed opportunities for additional sustainable improvements for improving climate resiliency and for helping mitigate climate change risks (such as efficiencies and opportunities to conserve water use, opportunities such as potentially switching and installing low flow fixtures, etc.),
- p) other items (such as existing equipment not listed above) - as identified by the Consultant.

1.9 The Condition Assessment should include a detailed listing of all maintainable equipment to help verify and expand upon the City’s existing inventory. This information should be included in the Summary Report (All Buildings), the software and listed in an excel spreadsheet). The City will provide an existing inventory list; this existing list is not exhaustive and an updated itemized equipment list for all City facilities is requested as part of this work.

1.10 Consistent and comparable data – The Consultant will synthesize the data in a comparable and consistent manner across all the facilities; one of the most important aspects of this work is for the City to be able to compare and sort the data received through the FCA across components and facilities in order to make informed decisions for capital planning purposes. The Consultant should have a clear strategy on how best to compile and sort the FCA data in a manner that is consistent across components and facilities. This strategy may include sortable descriptions fields, provided each field is clearly defined. The strategy should be included in the Project Initiation Document.

1.11 The Consultant will, as outlined in the ‘DELIVERABLES’ section of this RFP, provide a detailed comprehensive Condition Assessment Report (also Building Condition Report) for each individual building. The results should be provided in multiple reports (one for each building). The Building Condition Report should include, at a minimum the information as identified in Appendix D.

- 1.12** 'FCA Summary Report (for all Buildings)' - the Consultant will, as outlined in the 'DELIVERABLES' section of this RFP, provide a 'FCA Summary Report (for all Buildings)'. The FCA Summary Report (for all Buildings) should include, at a minimum the information as identified in Appendix D.
- 1.13** The Consultant will present to City staff a high level overview of the information included in the 'FCA Summary Report' (All Buildings). The presentation should be scheduled shortly before the project's conclusion.

Capital Planning Software – Provision and Implementation

- 1.14** Recommended Software – The Consultant will recommend, provide and implement a capital planning software application to manage and store the data collected through the FCA that has the capability to model, sort analyze and visualize data and information generated through the FCA assessment, and other related building information in order to inform the capital planning process for the City's facilities. The software should be able to provide capital planning, life cycle modelling and project management capabilities. This includes the capability to model, analyze and visualize data and information generated through the FCA including. The recommended software should meet the expectations and functional requirements required by the City, as outlined in Appendix E of this RFP.
- 1.15** Software Training Requirements – The Consultant will provide or facilitate appropriate staff training as required, upon implementation of the software so that the software can be operated by key staff upon the completion of this work. The strategy for this should be outlined in the 'FCA Project Strategy'
- 1.16** Strategy for upkeep and maintenance – The Consultant will recommend a strategy for the City's maintenance and upkeep of the Condition Assessment information (i.e., as work is completed? at a recommended timeframe, such as annually? every five years?).

FCA Ongoing Data Management Strategy

- 1.17** Future Condition Assessments – the Consultant will also recommend a strategy and frequency for performing future Condition Assessments. This recommendation will be reviewed with City staff prior to the completion of the project. This strategy should be included in the 'FCA Project Strategy'.

Parkade Condition Assessment

- 1.18** The results of the parkade condition assessment will be reported separately and will not be included in the Asset Management Software (more information below).
- 1.19** We are seeking a condition assessment of all components of the parkades which includes (all City owned) concrete structure, stairs, elevators, ramps, walkways, retaining walls, electrical & lighting system, drainage system, and HVAC system. The resulting information will be used to plan for future works necessary to maintain the existing level of service by identifying rehabilitation requirements and budget requirements. In other words, the recommendations provided from this project will inform the City what projects will need to be completed and budgeted for, and when these works need to be done by. Additionally, the information from this

report will be used in a future Parkade Asset Management Plan. All rehabilitations greater than or equal to \$10,000 or safety issues should be recommended in this report.

- 1.20** All requirements for the condition assessment of the Civic Buildings will apply to the parkades, with the additional requirement of a chain drag. The condition assessment of the parkades will have two main components: Preliminary Assessment and the Chain Drag. The Preliminary Assessment will be based on a review of background documents and visual inspections of all components to identify deteriorations. In addition to identifying deteriorations, the proponent will advise the City of any discrepancies with current codes, especially ones that lead to safety concerns. The Preliminary Assessment will provide recommendations for rehabilitation and (if required) further assessment through a future Detailed Assessment project. The Chain Drag is expected to provide an estimate of the structure's condition and rehabilitation efforts required. Proponents should include costs associated to produce a set of drawings to indicate locations of the delamination and other deteriorations discovered. Base CAD files of the Front Street parkade (plan view) will be made available. No CAD file is available for the Fourth Street Parkade, however a pdf of the Building Plan is available (Appendix G).
- 1.21** Similar to the requirements for the civic buildings condition assessment, the proponent will have to develop a 5-point condition rating scheme to align the parkades' condition assessment findings to the City's Strategic Asset Management Plan. This set of criteria may or may not be the same as the one developed for the civic buildings. We will rely on the consultant to provide recommendations based on industry standard for this. Additionally, the City requires replacement costs, estimated value of deferred work (and/or work recommended), and estimated/theoretical service life of each major component of the parkade. At minimum, the information should be detailed/separated to Level 2 of the Uniformat breakdown (see Appendix D). Class D cost estimate (+/- 40% contingency) is sufficient.
- 1.22** Seismic evaluation is out of the scope of the Parkade Condition Assessment.

DELIVERABLES

1.23 For the Facilities Condition Assessment (i.e., the ‘Project Work), the Consultant will provide:

	Deliverable	Description
a)	Detailed Building Condition Assessment Reports (also called the ‘Building Condition Reports)	For each individual Building the Consultant will provide detailed Building Condition Assessment Reports as outlined in this RFP. Each report section will be written and sealed by a Professional Engineer. Each report section will indicate who the report was reviewed by (if applicable), along with the reviewer’s professional qualifications. Sample Reports, as described in this RFP, must be reviewed and approved by City staff prior to submission of all of the Building Condition Assessment Reports,
b)	‘FCA Summary Report (for all Buildings)’	A Summary document for all the City’s buildings should be provided, as outlined in this RFP. The Consultant will present to City staff a high level overview of the information included in the ‘FCA Summary Report’ (for all Buildings), as outlined in this RFP. The presentation should be scheduled shortly before the project’s conclusion.
c)	Digital Photographs	A digital stand-alone copy of all images referenced in the report(s); each photo should be labelled and filed electronically according to each Building and in a manner that is easy to navigate by City staff. The Consultant will coordinate the approach for photo storage with City staff prior to submitting this deliverable,
d)	Capital Planning Software System;	An implemented software application (as recommended by the Consultant and agreed upon by City staff). The relevant FCA data, along with other relevant data, should be incorporated into a ‘ready to use’ Capital Planning Software System. The software system should be operational and ready to for use to the satisfaction of City staff, prior to completion of the project.
e)	Software Training for key City staff	The Consultant will facilitate software training for key City staff (to be identified by the City) to facilitate usage of the software by City staff, prior to completion of the project. In addition, the Consultant will provide user documentation to support the initial software deployment. The Consultant should provide a recommendation for how/ where Staff can obtain an ongoing technical support, if required.
f)	Recommended strategy for upkeep and ongoing maintenance of FCA data	The consultant will provide a memorandum (in pdf form) on Company letterhead, to the satisfaction of City staff, outlining a recommended strategy for ongoing use of the recommended software. This strategy should include a strategy for maintenance frequency and software upkeep, such as:

		<p>a) when/how should the software be updated moving forward? i.e., at the completion of each recommendation? Yearly? Every 5 years?).</p> <p>b) who is recommended to update the software (i.e., Citystaff? external consultant?)</p> <p>c) at what time intervals is it recommended that future Condition Assessment observation and analysis work be repeated (i.e., every 5 years),</p> <p>d) how often (and how many hours) should be allocated for future staff software training and how this training could be provided,</p> <p>e) clarify how the City will be notified of any significant updates or new expansion modules to the system. Online documentation, support and training should be available after any major software updates or new expansion modules.</p> <p>Note: Written approval should be provided by City Staff of the 'Project Initiation Document' before any key 'FCA' deliverables are submitted; ideally at the early stages of the project.</p>
g)	Excel Spreadsheets:	<p>a) in addition to the Building Condition Reports, all recommendations will be provided to the City in an excel using the Unifomat elements as shown below for each building in a format as recommended by the Consultant. The Consultant should review and coordinate with City staff to come to a mutual agreement on the provided column headings included in the excel sheet, prior to submitting this deliverable,</p> <p>b) the FCA should provide a detailed listing (Excel spreadsheet) of all maintainable equipment to help verify the City's existing HVAC inventory.</p>

1.24 Parkade Deliverables:

The results of the assessment for the parkade will be delivered as a separate package from the Civic Buildings condition assessment. The parkade findings should be provided in two reports (one for each parkade) and at minimum, have the following sections: Introduction, Scope of work, Building Description, Methodology, Document Review, Site Assessment, Estimated Costs, Conclusion and Recommendations. In addition to the requirements stated in the Scope of Work, the recommendations should include rationale, costs estimate, timeframe, and consequence of not proceeding with recommendation. The results and recommendation of the chain drag should also be included in the condition report, along with a set of drawings to indicate the locations of the delamination and other deteriorations discovered.

The City also requests a summary of outcomes in an excel file, as outlined in Appendix H.

START-UP MEETING

- 1.25** The Consultant will attend a Start-Up meeting at the early stages of the project. At this meeting, the City will identify key staff contacts for this work. The agenda will be developed by City staff and will be provided to the Consultant in advance of the meeting. A strategy for frequency of coordination meetings or progress updates to City Staff will be discussed at this meeting. The meeting will be led by City staff but the Consultant should be prepared to provide an overview of the following:
- a) approach to this work,
 - b) project schedule including targeted timelines for providing:
 - c) the 'Project Initiation Document',
 - d) written schedule for on-site inspections
 - e) the three (3) Sample Building Reports to Staff,
 - f) progress updates to staff,
 - g) project deliverables (i.e. project completion)
 - h) identify any information required by the Consultant from the City in order to complete this work,
 - i) present and overview of the recommended software; including a demonstration of the program's capabilities for use as a capital planning tool, overview of recommended staff training procedures for software,
 - j) the recommended strategy for the City's ongoing software use, upkeep and maintenance of data as well as a recommendation on frequency of future Condition Assessments,

INTERVIEW & SOFTWARE DEMONSTRATION

- 1.26** Interview/ Demonstration; shortlisted proponents may be requested to attend an interview with City staff and to complete a live demonstration of the software using sample data that includes the following:
- a) overview of how the selected software can meet the City's objectives,
 - b) general functions,
 - c) capital planning capabilities,
 - d) asset management components,
 - e) dashboard capabilities,

If scheduled, the interview/software demonstration will be held as outlined in the 'Schedule' Section of this RFP.



Corporation of the City of
NEW WESTMINSTER

NWRFP-21-25

APPENDIX D

COLLECTION AND ORGANIZATION OF FCA DATA FACILITIES

APPENDIX D - COLLECTION AND ORGANIZATION OF FCA DATA FACILITIES

****Note: this document will be finalized with the lead proponent as part of the negotiations****

- 1.1** In general, through the data collected and analysed through the FCA, the City expects to:
- a) understand the current condition of the City's facilities (including building elements, components and systems), and to quantify the current deferred maintenance requirements and deficiencies and the ability to do projections and analyse costs derived from these for capital renewal,
 - b) for every deferred maintenance and deficiency identified in the FCA report, receive recommendations on when and how to correct the condition, along with associated costs,
 - c) generate an Facility Condition Index (FCI) analysis and a 'five (5) point quantitative condition criteria' for each Building,
 - d) generate data and lifecycle cost model including an estimate of current day value for building and component replacement costs using GAAP depreciation to forecast renewal investment rates required to maintain facilities over time,
 - e) identify, through an itemized list, individual equipment in each building along with estimated remaining life expectancy for each equipment,
 - f) identify and describe critical emergency features such as water, gas and power shutoffs. Features should be marked on floor plans and easily accessible in the asset management software,
 - g) identify locations of fire dampers, locations should be marked on floor plans and easily accessible in the asset management software,
 - h) identify and locate roof access points for all buildings and roofs. Access points should be marked off on floor plans and included in the asset management software,
 - i) receive digital photographic documentation of each individual building and each identified deficiency that is linked to the building. These in turn should be integrated and linked within the software tool to document individual buildings, deficiencies and requirements.
- 1.2** For each deficient condition identified, the Consultant will, at a minimum provide:
- a) one or more methods of correction, and include a preliminary budget using RSMeans (or equivalent) data indexed for Vancouver, BC;
 - b) estimated services life,
 - c) a recommended date range (or action date) on when to correct the deficiency,
 - d) an estimated cost to correct the deficiency,
 - e) implication of requirement deferral,
 - f) a ranking for by priority (on a 1 to 5 scale) for each recommended action; the recommended approach for ranking correction priorities as outlined in below (see 'Prioritization of Deficiencies' in this appendix.
 - g) categorization (separate from the Uniformat II classification); see 'Categorization of Deficiencies' in this appendix.
- 1.3** Expenditure comparison by dollar value of work – City staff should be able to sort the data (once implemented within the software system) by expenditure value (i.e., to allow staff to view expenditures only over or under a specific dollar value, for example all work within a building with an expenditure over \$5,000, \$10,000 etc.,). In addition to the prioritization of data, the Consultant should recommend and incorporate a data into a field so that it can be sorted by expenditure value.

- 1.4** Data categorization – The Consultant will categorize FCA Data (by component) - The facility condition assessment data should be categorized into a hierarchical structured view of building components and assets using the ASTM Uniformat II – Levels 1, 2, & 3 and should be implemented and ready for use within the capital planning and/or asset management software. For equipment, specific unit numbers will be required within each sub-element. As an example, within Sub-element D2099 ‘Other Piping Systems’, individual Pumps will require a specific unit number (i.e., D2099.001). The unit number information will be provided to the Consultant by the City. City staff will provide an equipment list with the intended equipment unit number. If equipment is identified that is not already assigned a unit number, the Consultant should consult with City staff and assign a unit number in accordance with the City’s preferred naming convention.
- 1.5** Building ID – The City’s Building ID should also be used whenever possible to identify buildings using the same ID (See Appendix F).

Physical Condition Grading Of Facilities Assets

Condition		Physical Condition Description	Facilities Condition Index (FCI)
1	“Very Good”	The infrastructure in the system or network is generally in very good condition, typically new or recently rehabilitated. A few elements show general signs of deterioration that require attention	(to be provided by Consultant)
2	“Good”	The infrastructure in the system or network is in good condition; some elements show general signs of deterioration that require attention. A few elements exhibit significant deficiencies	(to be provided by Consultant)
3	“Fair”	The infrastructure in the system or network is in fair condition; it shows general signs of deterioration and requires attention. Some elements exhibit significant deficiencies.	(to be provided by Consultant)
4	“Poor”	The infrastructure in the system or network is in poor condition and mostly below standard, with many elements approaching the end of their service life. A large portion of the system exhibits significant deterioration.	(to be provided by Consultant)
5	“Very Poor”	The infrastructure in the system or network is in unacceptable condition with widespread signs of advanced deterioration. Many components in the system exhibit signs of imminent failure, which is affecting service	(to be provided by Consultant)

Prioritization of Deficiencies

The Consultant will recommend a system for prioritizing (based on criticality) each deficiency. The table below outlines a possible approach to prioritization of deficiencies. The proponent is expected to follow the City’s approach to prioritization of deficiencies and provide feedback (if required). This City is open to considering other options as recommended by the Consultant provided the description is clear and is applied consistently across all facilities. The Consultant will present the strategy for this at the Start-Up meeting and will include the recommended approach in the ‘Project Initiation Document’.

Priority	Description	Timeline and Budget implications
Priority 1; Currently Critical	Conditions in this category, require immediate action to: <ol style="list-style-type: none"> 1) correct a cited safety hazard 2) stop accelerated deterioration 3) return a facility to operation 	(Immediate)
Priority 2; Potentially Critical	Conditions in this category, if not corrected expeditiously, will become critical within a year. Situations within this category include: <ol style="list-style-type: none"> 1) intermittent operations 2) rapid deterioration 3) potential life safety hazards 	(Within 1 yr); Work should be Budgeted and scheduled for completion this fiscal year.
Priority 3; Necessary - Not yet critical:	Conditions in this category require appropriate attention to preclude predictable deterioration or potential downtime and the associated damage or higher costs if deferred further.	(2-5 years); Budgeted and scheduled for completion within the next 2-5 years.
Priority 4; Recommended:	Conditions in this category include items that represent a sensible improvement to existing conditions. These are not required for the most basic function of the facility; however, Priority 4 projects will improve overall usability and/or reduce long-term maintenance costs.	(6-10 years); These projects could be scheduled for completion within the next 6-10 years.
Priority 5; Does Not Meet Current Codes/Standards - “Grandfathered”	Conditions in this category include items that do not conform to existing codes, but are “grandfathered” in their condition.	No action is required at this time, but should substantial work be undertaken in contiguous areas, certain existing conditions may require correction.
Other; if recommended by the Consultant.		

Categorization of Deficiencies

Each correction project identified shall be assigned one of the categories listed below. The proponent is expected to follow the City’s approach to classifying of deficiencies and provide feedback (if required). The Consultant will provide definitions for each category in the Building Condition Reports. The Consultant will present the strategy for this at the Start-Up meeting and will include the recommended approach in the ‘Project Initiation Document;

Deficiency category	Definition (to be provided by Consultant)
Accessibility (building code compliance)	
Accessibility (barrier-free access best practices)	
Appearance	
Capacity/ Design	
Maintenance	
Miscellaneous	
Security	
Air and Water Quality	
Beyond Useful Life	
Building Code Compliance	
Energy	
Environmental: <ul style="list-style-type: none"> • Asbestos, • PCBs, • Lead-based paints, • CFCs 	
Functionality	
Integrity	
Life Safety	
Others as recommended	

Classification of Deficiencies

FCA data should be categorized using the ATM Unifomat II – Levels 1, 2, & 3 (or higher as required).

Source: www.unifomat.com.

Figure 1 - ASTM UNIFORMAT II Classification of Building Elements (E1557-97)		
Level 1 Major Group Elements	Level 2 Group Elements	Level 3 Individual Elements
A. SUBSTRUCTURE	A10 Foundations	A1010 Standard Foundations A1020 Special Foundations A1030 Slab on Grade
	A20 Basement Construction	A2010 Basement Excavation A2020 Basement Walls
B. SHELL	B10 Superstructure	B1010 Floor Construction B1020 Roof Construction
	B20 Exterior Closure	B2010 Exterior Walls B2020 Exterior Windows Exterior Doors
	B30 Roofing	B3010 Roof Coverings B3020 Roof Openings
C. INTERIORS	C10 Interior Construction	C1010 Partitions C1020 Interior Doors C1030 Specialties
	C20 Staircases	C2010 Stair Construction C2020 Stair Finishes
	C30 Interior Finishes	C3010 Wall Finishes C3020 Floor Finishes C3030 Ceiling Finishes
D. SERVICES	D10 Conveying Systems	D1010 Elevators D1020 Escalators & Moving Walks D1030 Material Handling Systems
	D20 Plumbing	D2010 Plumbing Fixtures D2020 Domestic Water Distribution D2030 Sanitary Waste D2040 Rain Water Drainage D2050 Special Plumbing Systems
	D30 HVAC	D3010 Energy Supply D3020 Heat Generating Systems D3030 Cooling Generating Systems D3040 Distribution Systems D3050 Terminal & Package Units D3060 Controls & Instrumentation D3070 Special HVAC Systems & Equipment D3080 Systems Testing & Balancing
	D40 Fire Protection	D4010 Fire Protection Sprinkler Systems D4020 Stand-Pipe & Hose Systems D4030 Fire Protection Specialties D4040 Special Electrical Systems
	D50 Electrical	D5010 Electrical Service & Distribution D5020 Lighting & Branch Wiring D5030 Communication & Security Systems D5040 Special Electrical Systems
E. EQUIPMENT & FURNISHINGS	E10 Equipment	E1010 Commercial Equipment E1020 Institutional Equipment E1030 Vehicular Equipment E1040 Other Equipment
	E20 Furnishings	E2010 Fixed Furnishings E2020 Movable Furnishings
F. SPECIAL CONSTRUCTION & DEMOLITION	F10 Special Construction	F1010 Special Structures F1020 Integrated Construction F1030 Special Construction Systems F1040 Special Facilities F1050 Special Controls & Instrumentation
	F20 Selective Building Demolition	F2010 Building Elements Demolition F2020 Hazardous Components Abatement

Figure 2 - ASTM UNIFORMAT II Classification of Building Related Sitework (E1557-97)		
Level 1 Major Group Elements	Level 2 Group Elements	Level 3 Individual Elements
G. BUILDING SITEWORK	G10 Site Preparation	G1010 Site Clearing G1020 Site Demolition & Relocations G1030 Site Earthwork G1040 Hazardous Waste Remediation
	G20 Site Improvements	G2010 Roadways G2020 Parking Lots G2030 Pedestrian Paving G2040 Site Development G2050 Landscaping
	G30 Site Civil/Mechanical Utilities	G3010 Water Supply & Distribution Systems G3020 Sanitary Sewer Systems G3030 Storm Sewer Systems G3040 Heating Distribution G3050 Cooling Distribution G3060 Fuel Distribution G3070 Other Civil / Mechanical Utilities
	G40 Site Electrical Utilities	G4010 Electrical Distribution G4020 Exterior Lighting G4030 Exterior Communications & Security G4040 Other Electrical Utilities
G50 Other Site Construction	G5010 Service Tunnels G5020 Other Site Systems & Equipment	

Data Collected should include the following (where applicable):

- a. building name (i.e., facility/building in which the component or deficiency is located),
- b. building ID (if available),
- c. building address,
- d. descriptive name (such as deficiency description or requirement or equipment unit number),
- e. location (within the Building Asset), such as room number or description of the component,
- f. categorization (Unifomat); (i.e., Level 1 Major Group Element, Level 2 Group Element, Level 3 Individual Element, sub-groups if required),
- g. date of inspection,

- h. name of inspector,
- i. a detailed photograph,
- j. the installation date or current age (if known).

At a minimum, analysis through the FCA work shall include the following:

- a. the current condition (observation),
- b. lifecycle observations and useful life (years) remaining (observed),
- c. function,
- d. % used (observed),
- e. recommendation action (described),
- f. identify if: 'renewal', 'deficiency' or other (as defined by the Consultant. Provide definitions for each term. It is the City's interpretation that 'renewals' refers to replacement and upgrades, and 'deficiency' refers to deferred maintenance,
- g. recommended actions (in a sortable field; such as: 'replace', 'repair', 'install', 'study', 'maintenance flag); the fields should be clearly defined by the consultant,
- h. energy source (if applicable); i.e., does the component or equipment operate with fossil fuels? YES/NO,
- p. quantity, (if applicable),
- q. unit cost, (if applicable),
- r. total costs (per system), if applicable,
- s. unit of measure, if applicable,
- t. baseline standards for building component life expectancies, if applicable,
- u. other information as identified by the professional discretion of the Consultant as required to align with the City's objectives for this work as outlined in this RFP, and in accordance with best practice for FCAs.

Building Condition Report

The Building Condition Report document is intended to provide a summary of key Condition Assessment information for all of the Cities Buildings. The Consultant should provide information, at the recommendation of the Consultant, as required to inform the City's Capital Planning process but at a minimum should include,

- a) general observations - from a Citywide perspective,
- b) a detailed listing of all maintainable equipment,
- c) the Consultant should prepare a strategic 5 year capital plan based on FCA findings for the City including equipment renewal and maintenance best practices,
- d) in addition to the 5 year capital plan, 'strategic planning' recommendations including a summary of renewal and maintenance work recommended for the next 30 years similar to the 'strategic planning' recommendations as provided for individual facilities in the 'Building Condition Report' but from a city-wide perspective,
- e) a city-wide overview of the Climate Action Opportunities for the City's Buildings.

In each Building Condition Report, the Consultant will provide the appropriate information needed in order to meet the City's capital planning objectives for this work; at a minimum, the Condition Assessment Reports should include:

- a) an introduction.
- b) general observations, including:
 - the architectural and structural systems (i.e., substructure, superstructure, exterior construction, interior construction, hazardous material, vertical transportation, accessibility, occupancy type),
 - Mechanical (HVAC, Conveying system, plumbing, fire protection),
 - Electrical systems (substations, wiring, lighting, fire alarm system, security system, telecommunication systems),
 - Other, as identified by the Consultant.
- c) FCI rating – for each building, the Consultant will assign an FCI rating. The Consultant should define the Facility Condition Index (FCI) breakdown that will be utilized and the formula identifying the benchmarks for how these metrics that will be applied (i.e., benchmark for a building in 'good' condition). The FCI definition and formula should be included as a reference with each Building Report.
- d) A five (5) point quantitative condition criteria – for each building, the Consultant will assign a five (5) point quantitative condition criteria. The FCI is typically mapped to the City's 5 point rating scale (in this appendix). The proponent is expected to review the City's existing five (5) point (in this appendix) qualitative condition criteria and provide feedback (if required). The five (5) point scale is based upon the Condition Grading Scheme Framework provided in Table 28 of the City's Asset Management Strategy (SAMP) and aligns with the National Infrastructure Report card (by FCM). In addition to providing a sound basis for assessment, this allows for future high-level benchmarking both within the City and against other municipalities across Canada. The five (5) point quantitative condition criteria is important as this information will be critical for inform the City's forthcoming Building Asset Class Asset Management Plan.
- e) Detailed condition assessment information – for each building provide detailed and itemized condition assessment information as outlined in this RFP, including itemized equipment lists and itemized requirements (or actions), renewals and deficiencies along with associated analysis information, observations, actions and recommendations as outlined in this RFP.
- f) 'Strategic planning' recommendations – within each the Condition Assessment Report the Consultant will provide 'strategic planning' recommendations as part of each report. This analysis should provide City staff with a recommended maintenance schedule for each facility through:
 - a strategic 5 year capital plan recommendation based on the FCA information and data, including recommendations on equipment renewal and maintenance best practices,
 - a summary of renewal and maintenance work recommended for the next 30 years, along with associated costs, frequency of work, and anticipated date of the next event. The 30 year summary should, at a minimum be displayed in a detailed table format. Charts, and graphs may be included if it will help display the information. This document should include the Observed Item (or deficiency) Name, Action (description of work), location (within building), anticipated frequency of action (in years), event cost (to complete the action), anticipated next event for action (in years), estimated cost in future years.
- g) Climate Action Opportunities – within each the Condition Assessment Report the Consultant will provide a section on Climate Action Opportunities; to align with the City's Climate Action objectives and included within this scope of work, the Consultant should also, for each facility, identify opportunities to increase climate resilience and provide an overall

climate change risk assessment. For reference, the facilities identified for Energy Conservation Measures are identified as part of the City's efforts to reduce the City's Buildings to zero emissions by 2050 are identified in the Building List in Appendix F. A summary of observed opportunities to improve climate resiliency by adapting to projected future climate conditions should be provided as part of the Building Report provided for each facility, and a citywide summary shall be provided as part of the Citywide (All Facilities) Condition Assessment report.

FCA Summary Report (for all Buildings)

- 1.6** The document is intended to provide a summary of key Condition Assessment information for all of the Cities Buildings. The Consultant should provide information, at the recommendation of the Consultant, as required to inform the City's Capital Planning process but at a minimum should include,
- a) general observations - from a Citywide perspective,
 - b) a detailed listing of all maintainable equipment,
 - c) the Consultant should prepare a strategic 5 year capital plan based on FCA findings for the City including equipment renewal and maintenance best practices,
 - d) in addition to the 5 year capital plan, 'strategic planning' recommendations including a summary of renewal and maintenance work recommended for the next 30 years similar to the 'strategic planning' recommendations as provided for individual facilities in the 'Building Condition Report' but from a city-wide perspective,
 - e) a city-wide overview of the Climate Action Opportunities for the City's Buildings.



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APPENDIX E

REQUIREMENTS FOR THE CAPITAL PLANNING SOFTWARE

APPENDIX E - REQUIREMENTS FOR THE CAPITAL PLANNING SOFTWARE

The City is seeking to implement a capital planning or asset management software tool to manage the FCA data. The software system should be able to model, analyze and visualize the data collected through the FCA and other related building information into user-friendly reports that can be used as a tool to identify key priorities and to inform key decisions around the maintenance and renewal of the City's Buildings.

The City is looking for Proponents to recommend a software system that will meet the City's objectives listed above. For example, how can the software tool recommended be used as a tool to inform the capital planning process for maintenance and renewal of the City's facilities? Shortlisted proponents may be requested to attend an interview with City staff and to, at that time, complete a live demonstration of the software to show how the software can meet these goals and objectives.

Capital Planning Software - Functional Capabilities

At a minimum, the City's expectations for the software are listed below. As part of the RFP response, please include a completed version of Table 1 (see below).

The proposed software system should include, at a minimum the following functionality and capabilities:

- a) accept existing building information. Current and historical information should be accessible throughout the life cycle of each capital asset. Existing data from various types of assessments (asbestos, seismic, loss prevention, etc.) needs to be recorded in the application,
- b) be able to accept all existing data from the City including engineering studies, hazardous material audits, air or water quality studies etc. in addition to and or in place of facilities assessment information provided by the Consultant,
- c) be capable of being updated and maintained by City staff on a regular and ongoing basis at no additional cost,
- d) have the ability to update data using bulk data import, such as Excel or csv files,
- e) track the progress of critical equipment in the City's buildings – such as age, current health status, renewal due dates, etc,
- f) manage live data on all facilities as well as historical back-ups,
 1. generate reports that can be used to inform the planning, development, prioritization of facility projects, and to inform schedule development for preventative maintenance,
 2. generate graphic and tabular reporting mechanisms,
 3. have the ability to create correction projects. These should be included in depreciation models, differed maintenance and capital renewal projects, and the Building's FCI,
- g) generate a Facility Condition Index (FCI) that follows recognized industry standards. The information included in the calculation of the FCI must be adjustable by administrative users,
- h) include industry standard depreciation models for buildings, their components and their subsystems, including HVAC, pool equipment, elevators and other major components,
- i) test capital investment and deferred maintenance effects under different expenditure scenarios,
- j) provide standard dashboards that can summarize the building's condition (FCI), basic building information, location (map), critical emergency features and featured assets. The dashboard should be able to focus on specific data and should be customizable.

- k) include a cost estimating system embedded within the overall software; the computerized system shall automate annual updating of correction costs based on change to published construction costs. The system shall provide both standard and customized reports options,
- l) enable the estimation of project costs based on current market conditions and permit flexibility in costing based on procurement,
- m) provide cost models that accommodate multiple formats for reporting. Suggested formats are; RS Means elemental, UNIFORMAT, trades breakdowns, building element breakdown. Respondents are asked to detail the baseline standard used to establish building component life expectancies. Suggested baseline standards are; BOMA, ASHRAE)
- n) the software should be capable of sorting data by expenditure value; (i.e, to allow staff to view expenditures only over \$X dollar value, for example),
- o) the software should link individual buildings and individual building deficiencies to the corresponding digital photograph documentation for that buildings or identified deficiency,
- p) establish a building component depreciation analysis to forecast renewal investment rates required to maintain facilities over time,
 - 1. enable graphical reporting of renewal requirement for individual facilities or grouped facilities,
 - 2. project and analyze costs for deferred maintenance and capital renewal,
 - 3. generate multi-level financial modelling based on the deferred maintenance backlog, capital renewal and selected time frame. The system should be capable of analyzing and projecting funding for time periods up to 30 years. Cost models should accommodate multiple formats for reporting. Suggested formats are; RS Means elemental, UNIFORMAT, trades breakdowns, building element breakdown.

Capital Planning Software- IT Requirements and Expectations

In general, the IT requirements include but are not limited to the following characteristics:

- a) the computerized system should have the ability to integrate with Cityworks and CityWide as part of a Tangible Capital Asset (TCA) program. Note to proponents: The City assumes the Condition Assessment data will be categorized to a minimum of Level 3 (or more detailed, as required); this will comply with the bridging requirements for the City's TCA program which requires a minimum classification of Level 2.
- b) have no limit on the number of buildings or size of each individual building,
- c) the City is specifically seeking a cloud-based Solution where servers are located within Canada, as well as all data and backups. Online service should be uninterrupted. If the proponent wishes to submit an on-prem (hosted by the City in the City's data center), then they should list all server requirements (CPU, memory, RAM, disk). Note: a hosted on-prem solution should run a VM (virtual machine) in our virtualized server environment (VMWare)
- d) the proponent is to list any and all server requirements,
- e) any client application requirements, including any dependencies (such as Java, Flash, Silverlight, or Internet browser versions such as Chrome, Edge, etc) must be clearly identified, The solution must not have dependencies on end of life components/plugin-ins, etc.
- f) available online, Real-time and Operate 24/7,
- g) designed to ensure consistency, reliable and data integrity,

- h) recoverability – designed to facilitate business continuity in the event of problems.
- i) include recourse if software company ceases operations for any reason; the City expects clarification on the ownership of the data and what the process would be if contract ends or business ceases (for cloud based solutions),
- j) provide the vendor's availability SLA and comment on if the City has the option to select different levels of availability, subject to the City's requirements. At a minimum, the City's preferences are:
 - 1. 99.1 to 99.9% (downtime of 8.8 to 88 hours/year)
 - 2. 99.99% (downtime of about 50 minutes/year)
 - 3. 99.999% (downtime of about 5 minutes/year) (most expensive)
- k) user-friendly and response time conducive to maximizing user satisfaction,
- l) should provide online, contextual help,
- m) customizable by the City to add or delete fields, and generate ad hoc reports with training given to City IT Staff,
- n) appropriate interfaces to off-the-shelf tools, including:
 - 1. MS Word (correspondence) and Excel, pdf,
 - 2. MS Project,
 - 3. Microsoft PowerBI
 - 4. AutoCAD (drawings)
 - 5. Photos
 - 6. Web access.
 - 7. Computerized Maintenance Management Systems (CMMS) and
 - 8. Computer-Aided Facilities Management Systems,
- o) the City should be notified in advance of any interruption in service, partial or complete due to maintenance or other factors, the City should be notified of all changes in upgrades and should be provided with a list of features for testing. A schedule of these updates should be provided to the City so the users are prepared to test and respond. This is important for changes to integrations with CityWorks or CityWide.
- p) the City should be notified of all changes in upgrades and a list of features that should be tested. The Consultant should include a schedule of these updates so the users are prepared to test and respond. This will be key for changes to integrations with CityWorks or CityWide.
- q) should provide the necessary security to ensure data integrity and confidentiality,
- r) meet the City's cyber-security requirement and the City's Privacy requirements.

TABLE 1

Capital Planning Software- Functional Capabilities (ATTACH TO RFP RESPONSE)

Please complete this table and submit it as part of your response package to this RFP. Confirm if the Proposed Software has the capability to meet the 'Functional Capability Expectations' in the 'Yes' or 'No' Column. If applicable, provide further info in the 'Details' Variation column. (Word version posted separately)

Selected Software details:	Comments
Name of Software;	
Initial Total Cost for implementation ;	
Length of initial subscription included with implementation;	
Is software maintenance, upgrades, hosting, support costs included within the subscription package provided upon implementation?	
Cost of ongoing subscription (provide an estimate of up to 5 years minimum);	
Cost of Training (including how many hours are included, number of students included);	
Location of training;	
Number of users permitted with the cost of subscription quoted above;	

Functional Capability Expectations; Confirm if the selected software has the capabilities as identified below. The selected software has the capability to:	Yes	No	Details/ Variation
1. accept existing building information. Current and historical information should be accessible throughout the life cycle of each capital asset. Existing data from various types of assessments (asbestos, seismic, loss prevention, etc.) needs to be recorded in the application where available or applicable,			
2. accept all existing data from the City including engineering studies, hazardous material audits, air or water quality studies etc. in addition to and or in place of facilities assessment information provided by the Consultant, where available or applicable,			
3. be updated and maintained by City staff on a regular and ongoing basis at no additional cost,			
4. update data using bulk data import, such as Excel or csv files,			
5. track the progress of critical equipment in the City's buildings – such as age, current health status, renewal due dates, etc,			
6. manage live data on all facilities as well as historical back-ups,			
7. generate reports that can be used to inform the planning, development, prioritization of facility projects, and to inform schedule development for preventative maintenance,			
8. generate graphic and tabular reporting mechanisms,			
9. create correction projects. These should be included in depreciation models, differed maintenance and capital renewal projects, and the Building's FCI.			
10. generate a Facility Condition Index (FCI) that follows recognized industry standards. The information included in the calculation of the FCI must be adjustable by administrative users,			
11. include industry standard depreciation models for buildings, their components and their subsystems, including HVAC, pool equipment, elevators and other major components,			
12. test capital investment and deferred maintenance effects under different expenditure scenarios,			
13. provide standard dashboards that can summarize the building's condition (FCI), basic building information, location (map), critical emergency features and featured assets. The dashboard should be able to focus on specific data and should be customizable.			
14. include a cost estimating system embedded within the overall software; the computerized system shall automate annual			

updating of correction costs based on change to published construction costs. The system shall provide both standard and customized reports options,			
15. sort data by expenditure value; (i.e, to allow staff to view expenditures only over \$X dollar value, for example),			
16. enable the estimation of project costs based on current market conditions and permit flexibility in costing based on procurement,			
17. provide cost models that accommodate multiple formats for reporting. Suggested formats are; RS Means elemental, UNIFORMAT, trades breakdowns, building element breakdown. Respondents are asked to detail the baseline standard used to establish building component life expectancies. Suggested baseline standards are; BOMA, ASHRAE),			
18. link individual buildings and individual building deficiencies to the corresponding digital photograph documentation for that buildings or identified deficiency,			
19. establish a building component depreciation analysis to forecast renewal investment rates required to maintain facilities over time,			
20. enable graphical reporting of renewal requirement for individual facilities or grouped facilities,			
21. project and analyze costs for deferred maintenance and capital renewal,			
22. generate multi-level financial modelling based on the deferred maintenance backlog, capital renewal and selected time frame. The system should be capable of analyzing and projecting funding for time periods up to 30 years. Cost models should accommodate multiple formats for reporting. Suggested formats are; RS Means elemental, UNIFORMAT, trades breakdowns, building element breakdown.			
Specific technical (IT) requirements and expectations; Confirm if the selected software has the capabilities as identified below. The selected software has the capability to:			
1. integrate with Cityworks and CityWide as part of a Tangible Capital Asset (TCA) program,			
2. not have a limit on the number of buildings or size of each individual building,			
3. be cloud-based Solution with servers are located within Canada, along with all data and backups. Online service should be uninterrupted. If the proponent wishes to submit an on-prem (hosted by the City in the City's data center), then			

they should list all server requirements (CPU, memory, RAM, disk). Note: a hosted on-prem solution should run a VM (virtual machine) in our virtualized server environment (VMWare)			
4. not have dependencies on end of life components/plugin-ins, etc.			
5. be available online, Real-time and Operate 24/7,			
6. be designed to ensure consistency, reliable and data integrity,			
7. be recoverable; designed to facilitate business continuity in the event of problems.			
8. be user-friendly with response time conducive to maximizing user satisfaction,			
9. should include online, contextual help,			
10. be customizable by the City to add or delete fields, and generate ad hoc reports with training given to City IT Staff,			
11. interface to off-the-shelf tools, including: <ul style="list-style-type: none"> o MS Word (correspondence) and Excel, pdf, o MS Project, o Microsoft PowerBI o AutoCAD (drawings) o Photos o Web access. o Computerized Maintenance Management Systems (CMMS) and o Computer-Aided Facilities Management Systems, 			
12. should provide the necessary security to ensure data integrity and confidentiality,			



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APPENDIX F

CIVIC FACILITIES LIST

APPENDIX F - CIVIC FACILITIES LIST

List of Key Civic Facilities within the City's Building Asset Class: The key buildings identified for this work are listed below; the City reserves the right to make modifications as required provided it does not significantly impact the project scope.

Note: effort was taken to ensure, as much as possible, that the Building Data provided below is accurate (i.e., address, date built, size), however some discrepancies may be identified during the Condition Assessment work. Building information identified that conflicts with the information below should be provided to City staff.

#	Building Name	Building ID (-) = ID not assigned	Address	Total Floor Space (sq.m)	Total Floor Space (sq.ft)	Age	Previous Building Condition Report * (date of report)	Buildings included in the Level 1 Ashrae Study and identified for Energy Conservation Measures (CEERS 2020) *;
1	151 Spruce Street Building	694	151 Spruce St	1,501	16,160	1947		
2	Animal Shelter	12048	420 Boyne St	641	6,900	2019		
3	Anvil Centre	11760	777 Columbia St	21,752	234,147	2014		
4	Cemetery Building & Tool Shed	(-)	100 Richmond St	56	600	1940	*(2008)	
5	Century House and Youth Centre	8813	620 Eighth St	2,312	24,892	1958	*(2008)	*
6	City Hall	298	511 Royal Ave	5,362	57,718	1953	*(2008)	*
7	Engineering Operations: Electrical Operations Main Office and Storage	11931	901 First St	758	8160	1951		*
8	Engineering Operations: Engineering Main Office (including luncheon, fleet, stores); shared with Electrical.	6583	901 First St	2,288	24,626	1952/ 1991		*
9	Engineering Operations: Engineering Storage Bays (south of the Main Office)	(-)	901 First St	557	6000	1952		
10	Engineering Operations: Equipment and Tire Storage	(-)	901 First St	275	2963	1952		
11	Engineering Operations: Fuel Pumping Station	(-)	901 First St	24	253	1952		
12	Engineering Operations: Salt Shed	(-)	901 First St	61	656	1952		
13	Engineering Operations: Yard	(-)	901 First St	227	2446	1952		

14	Fraser River Discovery	28	788 Quayside Dr	1,592	17,141	1999		
15	Glenbrook Fire hall 1	5979	1 East Sixth Ave	1,343	14,457	2002	*(2008)	*
16	Grimston Park - Washroom Building	12070	19 th St and Seventh Ave	40	431	1998		
17	Hume Park - Concession	12240	660 E Columbia St	30	323	1958		
18	Hume Park - Pool & Dressing Room Bldg	11987	Kelly & Braid Streets	186	2,002	1958	*(2008, 2018, 2020)	
19	Hume Park - Washroom and Storage	(-)	Kelly & Braid Streets	46	495	1958		
20	Irving House	227	302 Royal Ave	487	5,240	1865		
21	Lower Hume Park - Picnic Shelter	(-)	Columbia and East of Holmes St	88	945	2012		
22	Lower Hume Park - Washrooms and Storage	12060	660 Columbia St E	46	495	1958		
23	Massey Theatre	9264	735 Eighth Ave	31,003	333,728	1948		
24	Mercer Stadium Grandstand and Washroom	(-)	939 Sixth St	683	7,349	1950	*(2008)	
25	Mercer Storage Shed (BP007567)	9262	830 Sixth St	119	1,280	2011		
26	Moody Park - Arena	9263	701 Eighth Ave	2,858	30,763	1975	*(2008)	*
27	Moody Park - Diamond #1 Storage and Scorekeeper Box	(-)	Eighth St & Eighth Ave	19	200	2011		
28	Moody Park - Lawn Bowling Clubhouse	8812	710 Eighth St	116	1,250	1978	*(2008)	
29	Moody Park - Lawn Bowling Storage Shed	(-)	710 Eighth St	56	600	1950		
30	Moody Park- Parks Board Office (administration)	(-)	600 Eighth St	375	4,036	1938		
31	Moody Park - Pool Building and Washroom	9368	702 Tenth St	687	7,390	2008		*
32	Moody Park - Washroom and Storage	12096	600 Eighth St	84	904	2010		
33	Moody Park: Little League Stadium & Fieldhouse	(-)	Eighth St & Eighth Ave	42	450	1950		
34	New West Museum & Archives	228	302 Royal Ave	474	5,100	1964		
35	Old Schoolhouse Park - Shelter	(-)	500 Ewen Ave	89	962	2009		
36	Pier Park Concession Washroom and Elevator	9375	196 Front St	232	2,498	2011		

37	Police Service Building	94	555 Columbia St	4,989	53,702	1939 (2001)	*(2008)	*
38	Port Royal - Central Park Picnic Shelter and Washroom	(-)	215 Salter St	28	300	2009		
39	Port Royal garden shed and overhead trellis	(-)	86 Star Cres.	not known	not known	not known		
40	Public Library	4641	716 6th Ave	3,887	41,837	1958	*(2008)	*
41	Quayside Drive Elevator (attached to Bosa Development)		988 Quayside Dr	0		2019		
41	Quayside Park Washroom	(-)	1260 Quayside Dr	23	243	2000		
42	Queen's Park - Picnic Shelter #2 - Checkerboard	(-)	First St & Third Ave	21	225	1969		
43	Queen's Park - Arena	3118	900- 51 Third Ave	5,356	57,657	1930	*(2008)	*
44	Queen's Park - Bandshell	(-)	600 - 51 Third Ave	272	2,930	1969	*(2008)	
45	Queen's Park - Bernie Legge Theatre	3122	300 - 51 Third Ave	351	3,777	1909		
46	Queen's Park - Boardroom / Staffroom (Gardener's Building)	12238	710 - 51 Third Ave	21	226	1950		*
47	Queen's Park - Centennial Lodge, Queen's Park Preschool, and Gallery	3120	500 - 51 Third Ave	523	5,625	1960	*(2008)	
48	Queen's Park - Concession/Washrooms	12239	640 - 51 Third Ave	47	506	2019		
49	Queen's Park - Gazebo (rose garden)	NA	First St & Third Ave	34	370	2005		
50	Queen's Park - Greenhouses	9365	800- 51 Third Ave	2,679	28,836	1953	*(2008)	
51	Queens Park - Mechanics Building & Yard	9367	700 - 51 Third Ave	286	3,079	1950		
52	Queens Park - Picnic Shelter #1	(-)	610-51 Third Ave		1,638	1969		
53	Queens Park - Sportplex	(-)	220 - 51 Third Ave	1,184	12,750	2020		
54	Queens Park - Stadium	3121	100 - 51 Third Ave	1,366	14,700	1950	*(2008)	
55	Queen's Park- Air Cadets Building	3123	400 - 51 Third Ave	362	3,900	1974		
56	Queensborough Community Centre	7582	920 Ewen St	2,529	27,220	1978 (2013)	*(2008)	*
57	Queensborough Fire Hall	8050	1011 Ewen Ave	621	6,685	1998	*(2008)	*

58	Queensborough Outdoor Stage	(-)	920 Ewen St	not known	not known	not known	
59	Sapperton Park - Dressing Rms & Washrooms	12105	351 E Columbia St	135	1,456	1948	
60	Sincoe Park Washroom	(-)	125 Melhnes St	14	150	2016	
61	Terry Hughes Washroom	(-)	8 Eighth Ave	22	242	1958	
62	West End Fire Hall	5282	820 Thirteenth St	351	3,775	1947/2009	*(2008)
63	Ryall Park Picnic Shelter (Queensborough)	(-)	920 Ewen Ave	not known	not known	not known	
			Total Size	101,762	1,095,389		

PARKADES - SEPARATE PRICE

#	Building Name	Building ID, (-) = ID not assigned	Address	Approximate Floor Space Area (sq. m)	Year
1	Front Street Parkade	(-)	362 Columbia Street	15,900	1965
2	Fourth Street Parkade	(-)	410-420 Carrarvon Street	7,500	1990



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APPENDIX G

PARKADE DRAWINGS

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POSTED SEPARATELY



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APPENDIX H

PARKADE CONDITIONS ASSESSMENT SUMMARY

Parcade Condition Assessment Summary

Facility or Parcade ID	Level 1 Major Group Elements	Level 2 Group Elements	Condition [1-5]	Action Required / Recommendation	Estimated Cost of Recommendations [S]	Suggested Timeline of Recommendation	Estimated Service Life [Years]	Replacement Value [S]	
FRONT STREET PARKADE or FOURTH STREET PARKADE	A SUBSTRUCTURE	A10 Foundations							
		A20 Basement Construction							
		B10 Superstructure							
	B SHELL	B20 Exterior Enclosure							
		B30 Roofing							
		C10 Interior Construction							
	C INTERIORS	C20 Stairs							
		C30 Interior Finishes							
		D10 Conveying							
	D SERVICES	D20 Plumbing							
		D30 HVAC							
		D40 Fire Protection							
		D50 Electrical							
		E40 Equipment							
	E EQUIPMENT & FURNISHINGS	E20 Furnishings							
		F10 Special Construction							
		F20 Selective Building Demolition							
	F SPECIAL CONSTRUCTION & DEMOLITION	O10 Site Preparation							
		O20 Site Improvements							
		O30 Site Civil / Mechanical Utilities							
O40 Site Electrical Utilities									
O50 Other Site Construction									
G BUILDING SITE WORK									
		TOTAL							

Based on ASTM Uniform II Classification for Building Elements (E1557-97)