



# NEW WESTMINSTER

October 21, 2022

**ADDENDUM #1  
NWRFP-22-17  
Facility Asset Management Plan  
New Westminster, BC**

This addendum modifies the Request for Proposal only as noted:

## **PART 1 EVALUATION AND SELECTION PROCESS**

8.3 Replace Evaluation table with the following:

<b>Evaluation Criteria</b>	<b>Weighting</b>
Question 1 – Executive Summary	5%
Question 2 – Key Employee Experience	25%
Question 3 – Organizational Experience	40%
Question 4 – Budget Review	20%
Question 7 – Value Add	5%
Question 8 – Social and Sustainability	5%
<b>Total</b>	<b>100</b>

## **ANSWERS TO SUBMITTED QUESTIONS**

- Q1 What format will the condition assessment data be provided in (e.g. excel, pdf)?
- A1 The Consultant selected for this work will be granted access (read-only) to the Facility Condition Assessment (FCA) Capital Planning software in which the FCA data is stored. Building Reports and FCA data can be exported in pdf or excel from the software.
- Q2 Can we acquire one of the assessment reports so that we can determine the level of effort required to analyze and process on our end?
- A2 The FCA data is contained within the capital planning software system (see question below for the software selected). Reports can be generated with a variety of information as needed, however it is unclear what specific information would be helpful to answer this specific question. The next phase of the process will include an interview with shortlisted vendors, at which time City staff can display the contents of the software at that time, to interested proponents.

Q3 The City of New Westminster went to RFP in 2021 for "NWRFP-21-25 Facilities Condition Assessment 2022 & Associated Software System Implementation." Did the City select and implement a software system as a part of this project? If so, could you please specify which software system?

A3 Yes, the City has implemented the SLAM Technologies Inc. software for the FCA data.

Q4 In Appendix B ID Number 4 Levels of Service, the City lists stakeholder analysis as a deliverable. Could you please confirm which stakeholders you would like involved in this analysis? For example, are you looking for an analysis with the public, senior staff, field staff, etc.?

A4 It is anticipated that as part of the scope of work for developing the Facilities Asset Management Plan (FAMP), that an engagement plan will be developed by the Consultant in coordination with the City staff 'key project team'. It is anticipated that stakeholder analysis will generally include engagement with the 'key project team' (consisting of the Consultant team and staff from multiple City departments), however, that some specific questions will require engagement with various stakeholder groups from outside of the key project team, such as for determining Level of Service. This could include the Facilities Infrastructure & Public Realm Advisory Committee (meeting schedule [here](#)), the Facilities Infrastructure & Public Realm Task Force (meeting schedule [here](#)), the Asset Management Steering Committee\* (meets every 3 months), the Senior Management Team (SMT)\*, Council (meeting schedule [here](#)), or others. Timelines to the meetings can be found by clicking on the hyperlinks above. Meeting with an \* will require coordination with City staff for exact meeting dates. The Consultant selected for this work should be aware of the meeting schedule for each stakeholder group to plan accordingly with the project schedule.

It is also anticipated that coordination with stakeholders (beyond the project team) may be required twice in the FAMP development process. Once at the initial phases and then again to request feedback on the draft Facilities Asset Management Plan document. This can be discussed further and coordinated with City staff during this work.

Q5 In section 2.3, the City states that the proponent is to "lead the development of a governance framework for each building and building component, i.e. building envelope and interior finishing, etc." Could you please clarify whether this is a data framework or a facility framework?

A5 The City's Buildings are maintained by multiple departments (such as the Civic Buildings & Properties Division in Engineering, Parks & Recreation, Museum Services, Fire Services, Police Services, Library Services etc.) through this work the City is expecting that for each Building Asset, the Facilities Asset Management Plan document will clarify governance roles and responsibilities that City departments have in relation to specific City Buildings and to components within each building. The City anticipates that a RACI matrix could be developed by the Consultant during this process as one way to clarify the governance structure. A sample RACI approach that could be applied is provided below:

Facility Name: [x]											
Asset Component*	Description*										
		Civic Buildings	Parks & Rec	Museum Services	Police	Fire & Rescue	Library Services	Finance Dept.	Climate Action	Others (as req.)	Others (as req.)
Site Improvements	Driveway, surface parking lot, gates, retaining walls, landscaping, exterior fixtures (bike racks, flag poles, free standing signs, light fixtures)	R	A	C	I						
Structure	Foundation, Wall structure, roof structure										
Envelope	Roofing, siding, windows, exterior doors, glazing, insulation.										
Interior Finishing	Painting, floor finishes, interior partitions, interior doors, permanent fixtures										
Electrical Systems	Electrical wiring, distribution, lighting & devises, fire alarm, security, audio/visual										
Mechanical Systems	Plumbing, HVAC, controls										
Life Safety components	fire suppression system, sprinklers, smoke alarms, emergency lighting etc.,										

Q6 It is our understanding that there are 63 buildings and 2 parkades. Could you please confirm if these numbers are correct?

A6 64 Buildings were included in the Facility Condition Assessment (FCA) Project. There are three other buildings that are/were under construction at the time of the FCA work that should be included in the Building List as well.

There are three parkades: Front Street Parkade- a stand-alone parkade, Fourth Street Parkade- attached to a strata building & the Anvil Centre Parkade- located under the Anvil Centre Building.

As part of Facility Asset Management Plan work, City staff are looking for the Consultant, as part of this work, to compile a detailed Asset Inventory for the Building Asset Class and to answer how a 'Building' is defined, for the purposes of the FAMP. For example, the City owns assets such as Parkades (as mentioned above), does it make sense for Parkades to be included in the Building Asset Class, or might it be better for them to be considered as part of another of the City's nine Asset Classes as described in the [SAMP](#) (see page 6) The City also owns some pedestrian bridges (at Pier Park bridge that spans between the Pier Park elevator and the Front Street Parkade), should this be considered as part of the Building Asset Class, or does it seem more suitable to be part of the Roads Asset Class (Refer to Table 1- Summary of In-Scope Asset Classes in the [SAMP](#))

Please acknowledge this addendum in your Proposal.

**END OF ADDENDUM #1**

Yours truly,

A handwritten signature in blue ink, appearing to read 'Patrick Shannon', with a stylized flourish extending to the right.

Patrick Shannon  
Purchasing Manager SCMP