



## **REQUEST FOR PROPOSAL**

**NWRFP-22-17**

### **Facility Asset Management Plan**

**Closing Time:**

Thursday, November 3, 2022  
3:00 PM, Local Time, Vancouver BC

**Closing Location:**

upload to [https://fileshare.newwestcity.ca/filedrop/purchasing\\_submissions](https://fileshare.newwestcity.ca/filedrop/purchasing_submissions)

**Further requests for information :**

**Purchasing: Patrick Shannon, SCMP**  
Purchasing Manager

Email: [nwpurchasing@newwestcity.ca](mailto:nwpurchasing@newwestcity.ca)

<b>PROPONENT NAME</b>		
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 qualified organization to complete a Facility Asset Management Plan. The City reserves the right to use the qualified supplier for a period of five (5) years for services as outlined in this RFP and similar work. 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 Proponent.
- 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.

#### **3.0 PROPOSAL INSTRUCTIONS**

## **CORPORATION OF THE CITY OF NEW WESTMINSTER**

- 3.1** Proposals should be submitted electronically in one (1) Adobe (PDF) file with Subject “NWRFP-22-17 Submission” in the Subject to [https://fileshare.newwestcity.ca/filedrop/purchasing\\_submissions](https://fileshare.newwestcity.ca/filedrop/purchasing_submissions)
- 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. [https://www.newwestcity.ca/business-and-economy/doing-business-with-the-city/procurement\\_policy.php](https://www.newwestcity.ca/business-and-economy/doing-business-with-the-city/procurement_policy.php)
- 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 one million dollars (\$1,000,000)
- 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.
- 7.0** **LIVING WAGE EMPLOYER**

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- 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 \$20.52 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](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:

<b>Evaluation Criteria</b>	<b>Weighting</b>
Question 1 – Executive Summary	5%
Question 2 – Key Employee Experience	10%
Question 3 – Organizational Experience	15%
Question 4 – Methodology	15%
Question 5 – Statement of Work	20%
Question 6 – Cost and Level of Effort	20%
Question 7 – Value Add	5%
Question 8 – Social and Sustainability	5%
<b>Total</b>	<b>100</b>

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

**CORPORATION OF THE CITY OF NEW WESTMINSTER****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 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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**NEW WESTMINSTER**

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**PART 2**

**BUSINESS REQUIREMENTS AND SCOPE OF WORK**

## **CORPORATION OF THE CITY OF NEW WESTMINSTER**

### **1.0 BACKGROUND**

- 1.1** The City of New Westminster (“the City”) is, through the Civic Buildings & Properties Division within the Department of Engineering seeking the services of a qualified consultant to develop an Asset Management Plan for the Facilities Asset Class (“Facilities AMP”, “F-AMP” or “AMP”).
- 1.2** The City is seeking consulting services to develop the City’s first Facilities AMP, following the development of the City of New Westminster’s [Asset Management Strategy \(SAMP\)](#) in 2019. To promote enterprise consistency, the Facilities AMP will follow the strategies described in the SAMP.
- 1.3** The City is looking for a Consultant team that has experience managing Asset Management related projects and that has demonstrated experience in developing Asset Management Plans, ideally Facilities Asset Management Plans. The Consultant team should have the expertise required to read, interpret and understand Facility Condition Assessment data and should have a general understanding of building design and components.
- 1.4** The Facilities AMP is a document that will form part of the City’s larger Asset Management Strategy and that will also:
- a) serve as a strategic and financial document,
  - b) aid with long term financial planning,
  - c) form part of the wider Asset Management strategy and approach,
  - d) inform multi-departmental governance of assets and clarify where budget renewals should belong for key building & building components,
  - e) help strategize the approach for achieving the City’s Climate Targets related to the Building Asset Class.
- 1.5** For additional information on the City’s larger Asset Management Framework at the along with the City’s key climate targets that relate closely to this work, refer to Attachment 1: Background Information.
- 1.6** Budget for this project is \$125,000.00
- 1.7** This is a 2 Phased RFP, Phase 1 will consist of evaluating the responses to this RFP and Phase 2 will be an interview with a shortlist of proponents which is anticipated for the week of November 1t, 2022.

### **2.0 BUSINESS REQUIREMENTS & SCOPE OF WORK**

- 2.1** The City is looking to hire a Consultant that can gather, interpret and synthesize organizational strategic documents and plans (such as municipal strategic plans) along with stakeholder input and apply this information to a comprehensive, strategic, tactical and financial document to inform the City on a path forward for the City’s Building Asset Class that follows asset management best practices and principles.
- 2.2** As Building emissions resulting from natural gas and electrical consumption account for approximately 58% of the City’s total GHG emissions, the F-AMP must also consider the City’s climate crisis objectives as outlined in the Environmental Strategy & Action Plan (2018), Corporate Energy & Emissions Reduction Strategy (CEERS 2020) and Green Building Policy (2021) as part of the asset management approach. The following links are provided for

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reference only for this Phase but it will inform the final report(s).

- [Environmental Strategy & Action Plan \(2018\)](#),
- [Corporate Energy & Emissions Reduction Strategy \(CEERS 2020\)](#)
- [Green Building Policy \(2021\)](#)

**2.3** The City requires the selected Proponent to also provide the following services:

1. Detailed asset inventory list – information is available but the list is required to be reviewed and further refined.
2. Lead the development of a governance framework for each building and building component, i.e. building envelope and interior finishing, etc.
3. Develop a Facility Condition Distribution Summary of all buildings by replacement value as informed by the recently completed facility condition assessment (FCA) work. i.e. assigning a 5 point condition rating as related to the FCI ratings as per the FCA data.

**2.4** The City is looking for a Consultant team that has experience:

1. developing Asset Management Plans, ideally Facilities Asset Management Plans,
2. managing Asset Management related projects,
3. reading, interpreting and understanding Facility Condition Assessment data with a general understanding of building design and components,
4. providing financial strategies for Asset Management related projects.

**2.5** It is anticipated the work will include:

1. Preparatory work for the F-AMP such as:
  - a. working with a core interdepartmental CNW staff team as key advisors for this work,
  - b. additional stakeholder analysis (such as Senior level Management, Committees, Council) as required,
  - c. collecting, consolidating and evaluating data
2. Completing a Facilities AMP document that is endorsed by Council (with a draft document provided and revisions as required); presentations to Council and other stakeholders may be required,
3. A brochure summary of the F-AMP that can be posted publically on the City's website once this work is complete.

**2.6** A full comprehensive SOW will be developed with the selected proponent.



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### Schedule

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

Activity	Anticipated Timing
RFP Closes	Nov 3, 2022
Interviews for Shortlisted Proponents	November 14-18 <sup>th</sup> . Proponents should plan to be available during this time.
Proponent Selected	Late November 2023
Work to start	Early January 2023
Asset Management Plan Complete	Should be complete by July 15, 2023 (i.e., within 6 months of starting)

- 2.8** Time is of the essence. The project is tied to a grant application with corresponding deadlines that need to be met. Indicate in your proposals how you will ensure the project will be completed on time. A more detailed schedule will be finalized with the successful Proponent.

### **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:

**Question 1 – Executive Summary:** (2 pages max) Provide a brief history of the firm, indicate what is your core competency, organization size and other relevant information pertaining to this RFx.

**Question 2 – Key Employee Experience:** (1 page max per key employee) Provide a brief bio of the key team member(s) that is expected to be working with the City as it relates to this RFx. Ensure to include in the bio the following but not limited to:

- Their experience as it relates to this RFx
- Their years of experience both in the industry and within your organization
- Their title
- What projects they have worked on
- Are they an employee or subcontractor
- What is your experience related to building science or understanding Facilities’ Condition Assessment Data?
- Include as an Appendix to your response their full resumes

**Question 3 – Organizational Experience:** (max 2 pages per example) Using the Business Requirements and Appendix B – City AMP Structure located in this RFP and provide two (2) examples of where you provided similar work and include but not limited to the following:

- Where your team has been involved specifically in completing a past Facilities Asset Management Plan.
- Support the client’s to meet the climate goals.

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- High level overview of the project
- Project size/schedule and total budget
- Your role
- What worked and what didn't

**Question 4 – Budget Review:** Knowing that the budget is \$125,000.00, provide your feedback if this is a reasonable budget, if no please explain.

**Question 5 – Value Add:** Tell us what sets you apart from all other proponents who respond to this RFx.

- Wow us
- Do not re-tell us something that has already been provided.
- Provide a description of your organization's unique expertise and successes.

**Question 6 – Social and Sustainability:** Social and Sustainability is important to the City, for this question we are asking for your social and sustainable 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?
  - For best results in this section, be authentic, do not just copy and paste from your organizations marketing pamphlet. We want to clearly see how your organization is making a difference.
- ✓ **Living Wage Declaration:** As per Part 1, section 7
- ✓ **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.

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

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

<b>Reference 3</b>	
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**



## 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**

**CITY AMP STRUCTURE**

City AMP Structure

The F-AMP will be required to follow the AMP structure as identified below. Source the SAMP – Table 88

ID	Section	Questions Answered	Sub-section(s)
1	Executive summary	--	<ul style="list-style-type: none"> <li>• Version number</li> <li>• Asset health summary (physical and financial)</li> <li>• Acronyms and Abbreviations</li> <li>• Definitions</li> </ul>
2	Introduction	How does this plan fall into the overall organization's planning FW. What's the scope of this AMP.	<ul style="list-style-type: none"> <li>• Alignment with corporate documents</li> <li>• Key Stakeholder interests</li> <li>• Data confidence</li> </ul>
3	State of Infrastructure	Where are we now? (Current State)	<ul style="list-style-type: none"> <li>• Asset inventory and statistics</li> <li>• Asset valuation</li> <li>• Asset age</li> <li>• Asset condition</li> </ul>
4	Levels of Service	Where do we want to be? (Future State)	<ul style="list-style-type: none"> <li>• Stakeholder analysis</li> <li>• Strategic alignment</li> <li>• Investment drivers</li> <li>• Performance measures and targets</li> <li>• Analysis and trends</li> </ul>
5	Asset Lifecycle Strategies	What will it take to get there? (Transition State)	<ul style="list-style-type: none"> <li>• Demand management</li> <li>• Asset acquisition</li> <li>• Asset operations and maintenance</li> <li>• Asset renewal</li> <li>• Asset decommissioning and disposal</li> </ul>
6	Risks & Uncertainties	What might change?	<ul style="list-style-type: none"> <li>• Risk context</li> <li>• Risk identification</li> <li>• Risk evaluation</li> <li>• Risk treatment and control</li> <li>• Risk monitoring and review</li> </ul>
7	Financing strategies	What will it cost and how will we pay for it?	<ul style="list-style-type: none"> <li>• Financial policies and rules</li> <li>• Historical capex and opex</li> <li>• Asset valuation</li> <li>• Sources of funding</li> <li>• Project funding requirements</li> <li>• The infrastructure gap</li> <li>• Reinvestment scenarios</li> <li>• Strategies to address the infrastructure gap</li> </ul>