



REPORT

To: Chair and Directors

Report Number: FN-BRD-006

From: Amber Vieweg, Investment Officer

Date: May 19, 2020

Subject: RFP Award 02-2020 Asset Management Consulting Services**RECOMMENDATION #1: [Corporate Weighted]**

That the Regional Board award RFP 02-2020 "Asset Management Consulting Services" to Public Sector Digest Research Consulting Software Inc., at a cost of \$189,200.00 (excl. GST) over a 2 year period, beginning May/June 2020; further, that the Chair and the Chief Administrative Officer be authorized to sign the agreement on behalf of the PRRD; and finally, that the five year financial plan be amended in 2021 to reflect the shorter time frame.

RECOMMENDATION #2: [Corporate Unweighted]

That the Regional Board grant permission to apply for the Federation of Canadian Municipalities (FCM) grant funding through their Municipal Asset Management Program, up to a maximum project amount of \$50,000.00.

BACKGROUND/RATIONALE:

At the February 27, 2020 meeting, the Regional Board passed the following resolution:

That the Regional Board approve the supplementary request for 3 years of asset management consulting services at a cost of \$210,000 (\$75,000 in 2020, \$70,000 in 2021, \$65,000 in 2022).

On March 25, 2020, the Peace River Regional District issued an RFP for asset management consulting services to assist in developing a comprehensive state of the infrastructure report, an asset management strategy, proposed levels of service, and a financial strategy to meet the challenges(s) of infrastructure maintenance, upgrade, and renewal over the medium and long-term.

The PRRD received nine proposals for asset management consulting services. Below is a table illustrating the results of the proposals that were received:

| | Green PI Inc. | GHD | AIM | AECOM | WSP | PSD | Urban | Kerr Wood | Gus Wanke |
|-------------------------------|---------------|------------|------------|------------|------------|------------|------------|------------|------------|
| Mandatory Requirements | | | | | | | | | |
| Submission Form (Appendix B) | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Pricing (Appendix C) | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Scoring Matrix Results | | | | | | | | | |
| Total Score | 71 | 90 | 86 | 89 | 85 | 91 | 83 | 89 | 67 |
| PROPOSAL COST (Excluding GST) | \$ 195,500 | \$ 196,635 | \$ 181,980 | \$ 182,330 | \$ 196,755 | \$ 189,200 | \$ 210,000 | \$ 195,200 | \$ 175,000 |

Public Sector Digest scored the highest in the evaluation based on their combined score for experience, qualifications, and value-added benefits; as well as low cost. Recognizing they are not the lowest-cost provider, their proposal best addressed the requirements of the RFP. Their experience developing over 275 Asset Management Plans and serving over 80 Canadian local governments through the development of their asset management programs sets apart their experience and qualification scores.

ALTERNATIVE OPTIONS:

1. That the Regional Board provide further direction.

STRATEGIC PLAN RELEVANCE:

- ☒ Organizational Effectiveness
- ☒ Develop a Corporate Asset Management Program

FINANCIAL CONSIDERATION(S):

The total cost of the contract with Public Sector Digest is \$189,200.00 (excl. GST). The RFP requested a 3 phase implementation, however, the recommended proponent suggested a compressed time frame at no additional cost. The accelerated time frame is advantageous to the PRRD; staff can focus on the project; completing in a more timely manner, given its importance.

The proposed funding for 2020 was originally budgeted from the 2019 surplus; however, the PRRD has the opportunity to apply for Federation of Canadian Municipalities (FCM) grant funding through their Municipal Asset Management Program, up to a maximum project amount of \$50,000.00. It is anticipated that future year funding could come from the Community Works Gas Tax fund. Staff will forward a recommendation for this funding source to the Rural Budgets Administration Committee.

COMMUNICATIONS CONSIDERATION(S):

Procurement will advise the successful and unsuccessful proponents of the outcome.

OTHER CONSIDERATION(S):

If approved, this work in alignment with the Board's Strategic Plan regarding Asset Management, would be completed within this Board's elected term.