



City of
Peterborough

To: **Members of the Committee of the Whole**

From: **W.H. Jackson, Director of Utility Services**

Meeting Date: **June 20, 2016**

Subject: **Report USEC16-014**
Award of P-20-16 for Consultant Services to Develop a
Corporate Asset Information Strategy

Purpose

A report to award Request for Proposals (RFP) P-20-16 for Consultant Services to Develop a Corporate Asset Information Strategy.

Recommendation

That Council approve the recommendation outlined in Report USEC16-014 dated June 20, 2016, of the Director of Utility Services, as follows:

That RFP document P-20-16 for Consultant Services to Develop a Corporate Asset Information Strategy be awarded to Associated Engineering (Ont.) Ltd., 110A Hanover Drive, Suite 208, St. Catharines, Ontario, L2W 1A4 at a total cost of \$117,350 plus \$15,255 HST for a total of \$132,605.

Budget and Financial Implications

The total net \$132,605 requirement, after applicable HST rebates for consulting services to develop a corporate asset information strategy can be accommodated within the approved allocation in the 2016 Capital Project Budget Item 5-1.03.

A detailed breakdown of the project budget is as follows:

Project Item	Budget
Professional Fees	\$107,850
Additional Expenses	\$ 9,700
HST – Net of rebates	\$ 15,255
Total Budget	\$132,605

Background

Brief Description of the Work

In 2015, the City developed an Asset Management Roadmap to enhance asset management processes for the organization. One of the key parts of this initiative is to implement software to support the business processes related to the full asset lifecycle, and provide information required for decision making. The development of a corporate asset information strategy will provide guidance on what software is required and how asset data will pass between them.

A consultant will be retained to review the asset related software currently in place, the data contained within it and strengths and weaknesses of the current data model. The consultant will then compare this to models used in other municipalities and make a recommendation on a new model that will:

- Support the Asset Management Roadmap;
- Identify the software of record and the division that owns it for data governance purposes;
- Make business processes more efficient;
- Identify and minimize data duplication;
- Improve data flow/sharing between business areas;
- Improve reporting/analytics on asset data; and
- Improve capital and asset maintenance planning and tracking.

RFP Details, Closing, Prepared by, Reviewed by

RFP P-20-16 was issued by City staff on May 4, 2016 and closed on May 26, 2016 at 3:00 pm. Two bids were received and were reviewed by the following evaluation team:

- Manager of Financial Services,
- Manager of Infrastructure Planning,
- Director of Information Technology,
- Asset Management Administrator, and
- Project Coordinator, Information Technology.

RFP Statement

This solicitation process was an RFP where a number of criteria were used to evaluate submissions. The criteria and their relative weighting were clearly set out in the RFP document. Part 6, Section 6.4.3.i. of the City's Purchasing By-law 14-127 states that "as price is only one of the criteria evaluated, the award report will show the rating summary for each proponent and the total points. The award report will disclose the price of the recommended Supplier but not the price submitted by other proponents."

RFP Evaluation Chart

Chart 1 below provides a summary of the RFP results.

Chart 1 - Bidder Submission Evaluation Chart
RFP P-20-16 Corporate Asset Information Strategy

Evaluation Criteria	Maximum Score	Associated Engineering	ValueInfinity
Compliance with RFP Submission Requirements	5	3.6	2.1
Proponent Qualifications	20	15.9	11.6
Project Experience	25	17.4	12.1
Project Plan	25	19.6	15.6
Pricing	25	25	21.4
Rating Total	100	81.5	62.8

Recommended Bidder

City staff recommends that the bid be awarded to Associated Engineering (Ontario) Ltd. The bid was within budget and the proponent scored well on the qualifications, experience and project plan sections of the RFP. Associated Engineering (Ontario) Ltd. has worked with the City of Peterborough in the past, most recently in 2015 preparing the Asset Management Roadmap and some members of that project team will be working on this project. Associated Engineering (Ontario) Ltd. was able to provide good information to the City in a professional manner.

The evaluation team felt Associated Engineering (Ontario) Ltd. had the best understanding of what was required to develop an asset information strategy and had the best plan to complete the project.

Council Approval Required

Part 8, Section 8.2.1 of the Purchasing By-law 14-127 states Council must approve an award where the expenditure is greater than \$100,000 and is not a Request for Tenders awarded to the lowest bidder (exception under Section 8.2.2.b.) RFP P-20-16 meets this requirement and must be approved by Council.

Timelines

If the recommendation is approved, an agreement will be prepared and is to be signed by the CAO and Clerk, under their delegated authority to do so before the work commences.

Summary

RFP P-20-16 for consultant services to develop a corporate asset information strategy has been issued in accordance with the City's Purchasing By-law 14-127 and can be awarded within approved budgets as recommended in this report.

Submitted by,

W.H. Jackson
Director of Utility Services

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