



The Corporation of the City of Cornwall
Regular Meeting of Council
Report

Department: Financial Services
Division: Purchasing
Report Number: 2021-25-Financial Services
Prepared By: Nicole Robertson, Supervisor
Meeting Date: April 12, 2021
Subject: RFP Terms of Reference for Asset Management Plan Update

Purpose

Pursuant to Council Report 2019-207 Financial Services, the purpose of this report is to provide Council with the Terms of Reference of a Request for Proposal (RFP) prior to the issuance of a RFP document where the following criteria is met:

- a. The contract is estimated at \$150,000.01 or more; and/or
- b. A change in level of services is being considered.

Recommendation

That Council receive Report 2021-25-Financial Services.

Strategic Priority Implications

This report addresses Council's accountability and transparency to the ratepayers of the City of Cornwall.

Background / Discussion

Project Overview

RFP 21-P04 invites Proposals from qualified Engineering Consulting Firms for the completion of the 2021 Asset Management Plan Update for Core Infrastructure Assets. The scope of work to be completed by the Proponent includes the development of an Asset Management Plan that meets the legislative requirements outlined in O. Reg 588/17 for core municipal infrastructure assets. The Asset Management Plan Update shall include the following components: an asset inventory and state of local infrastructure report, current and proposed levels of service, an asset lifecycle management strategy, a risk management strategy and a financial strategy.

Background

In 2006, the first Asset Management Plan (AMP/Plan) was prepared by Dillon Consulting Ltd for the City of Cornwall; the Plan compiled information from the major linear and point asset categories (transportation network, sewer collection systems, water distribution network). In 2014, Dillon Consulting Ltd. prepared an update to the Asset Management Plan for the same asset categories; the plan indicated that the total replacement cost for core infrastructure assets was in the range of \$643 million, with an immediate backlog of repair costs totaling \$67 million. In 2016, FCAPX Ltd. undertook an additional update to the Asset Management Plan on behalf of the City; the Plan included an assessment of 95 City owned Facilities and 202 Fleet assets, in addition to core municipal infrastructure assets. The estimated total replacement value for all assets and the immediate backlog of repairs indicated in the 2016 Update was in alignment with the previous AMP; the Update also recommended that two percent (2%) of the replacement value for each asset category be set aside for replacement/lifecycle activities on an annual basis.

In January 2018, the Province of Ontario enacted O. Reg. 588/17 - Asset Management Planning for Municipal Infrastructure. The regulation consists of guidelines and minimum requirements for municipal asset management plans and policies in Ontario. The regulation includes a phasing in plan for municipalities to prepare a comprehensive Asset Management Plan for all assets by July 1, 2024. In accordance with the regulation, an Asset Management Policy was approved by City of Cornwall Council in July 2019. The document outlines



the City's corporate commitment to the adoption of the asset management principles defined in the Infrastructure for Jobs and Prosperity Act, 2015. The Policy also illustrates how that in addition to the regulatory requirements, asset management is critical to supporting the City's Mission, Vision and Values.

The phase-in schedule outlined in O. Reg 588/17 states that each municipality must have an approved Asset Management Plan in place for core municipal infrastructure assets that analyzes asset performance and risks and includes lifecycle and financial management strategies required to maintain current levels of service by July 1, 2021. As a result of the COVID-19 pandemic, the province of Ontario extended the upcoming milestone deadline by one year and the revised completion date is set for July 1, 2022.

The Proponent will be responsible for the preparation of an Asset Management Plan that is fully compliant with the requirements outlined in O. Reg 588/17 for core municipal infrastructure assets. In addition, the Plan must align with the City's Asset Management Policy (2019) and illustrate links between capital and operating investments, strategic priorities and services to residents and local businesses.

The approximate timetable for the RFP is as follows:

Item	Date
Issue of RFP	April 14, 2021
Deadline for Questions	April 28, 2021
Deadline for Submission	May 14, 2021
Award of RFP	June 14, 2021
Project Commencement	June 21, 2021
Project Completion	December 10, 2021

Appendix A – Terms of Reference for RFP 21-P04 is attached to this report.

Document Title:	RFP Terms of Reference Asset Management Plan - 2021-25-Financial Services.docx
Attachments:	- Terms of Reference RFP 21-P04 - Asset Management Plan Update.pdf
Final Approval Date:	Apr 8, 2021

This report and all of its attachments were approved and signed as outlined below:

Bill de Wit - Apr 7, 2021 - 12:48 PM

Tracey Bailey - Apr 8, 2021 - 7:34 AM

Maureen Adams - Apr 8, 2021 - 7:57 AM