City of Salmon Arm
Facility Inventory and Asset Assessment

City of Salmon Arm Request for Proposals Number: 2025-36
Issue date: February 27, 2026
Closing Time: Proposal must be received **before** 2:00 PM Pacific Time on: **Thursday March 26, 2026**

CITY CONTACT PERSON:

All enquiries related to this Request for Proposals (RFP), including any requests for information and clarification, are to be directed, in writing, to the following person and be received within five business days of the closing date. Information obtained from any other source is not official and should not be relied upon. Enquiries and any responses will be recorded and may be distributed to all Proponents at the City's option.

Darin Gerow, Director of Operations

Box 40, Salmon Arm, BC, V1E 4N2, Fax: 250-803-4088, e-mail: dgerow@salmonarm.ca

DELIVERY OF PROPOSALS:

Please submit one (1) hard copy OR one (1) digital copy of the proposal to the closing address indicated below. Hard copies may be sent by mail or courier and the digital copy will be accepted by email.

City of Salmon Arm
500 2 Ave N.E.
Salmon Arm, B.C. V1E 4N2
Attention: Darin Gerow, Director of Operations
dgerow@salmonarm.ca

Proposal envelopes or e-mail subject lines should be clearly marked with the name and address of the Proponent, the Request for Proposals number, and the project or program title.

PROPONENTS' MEETING: To request a site visit, please contact Darin Gerow at *dgerow@salmonarm.ca*. Meeting times will be arranged individually. Note that different personnel may be required at each facility.

PROPONENT SECTION:

A person authorized to sign on behalf of the Proponent must complete and sign the Proponent Section (below), leaving the rest of this page otherwise unaltered, and include the signed and completed page with the proposal.

PLEASE NOTE THAT PROPOSALS MISSING THIS SIGN-OFF WILL NOT BE CONSIDERED.

The enclosed proposal is submitted in response to the above-referenced Request for Proposals, including any addenda. Through submission of this proposal we agree to all of the terms and conditions of the Request for Proposals and agree that any inconsistent provisions in our proposal will be as if not written and do not exist. We have carefully read and examined the Request for Proposals, including the Administrative Section, and have conducted such other investigations as were prudent and reasonable in preparing the proposal. We agree to be bound by statements and representations made in our proposal.

Signature of Authorized Representative:	***Legal Name of Proponent*** *(and Doing Business As Name, if applicable):*
Printed Name of Authorized Representative:	*Address of Proponent:*
Title:	
Date:	*Authorized Representative phone, fax or email address (if available):*

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A. Definitions and Administrative Requirements

1. Definitions

Throughout this Request for Proposals, the following definitions apply:

a) "City" means the City of Salmon Arm;

b) "Contract" means the written agreement that may result from this Request for Proposals and shall be executed by the City and the Contractor;

c) "Contractor" means the successful Proponent to this Request for Proposals who enters into a written Contract with the City;

d) "must", or "mandatory" means a requirement that must be met in order for a proposal to receive consideration;

e) "Proponent" means an individual or a company that submits, or intends to submit, a proposal in response to this Request for Proposals;

f) "Province" means His Majesty the King in Right of the Province of British Columbia;

g) "Request for Proposals" or "RFP" means the process described in this document; and

h) "should" or "desirable" means a requirement having a significant degree of importance to the objectives of the Request for Proposals.

2. Terms and Conditions

The following terms and conditions will apply to this Request for Proposals. Submission of a proposal in response to this Request for Proposals indicates acceptance of all the terms that follow and that are included in any addenda issued by the City. Provisions in proposals that contradict any of the terms of this Request for Proposals will be as if not written and do not exist.

3. Additional Information Regarding the Request for Proposals

Proponents are advised to fill out and return the attached Receipt Confirmation Form as all subsequent information regarding this Request for Proposals, including changes made to this document will be provided to confirmed proponents only.

4. Late Proposals

Proposals will be marked with their receipt time at the closing location. Only complete proposals received and marked before closing time will be considered to have been received on time.

Hard-copies of late proposals will not be accepted and will be returned to the Proponent. Electronic proposals that are received late will be marked late and will not be considered or evaluated.

In the event of a dispute, the proposal receipt time as recorded at the closing location shall prevail whether accurate or not.

5. Eligibility

a) Proposals will not be evaluated if the Proponent's current or past corporate or other interests may, in the City's opinion, give rise to a conflict of interest in connection with the project described in this Request for Proposals. This includes, but is not limited to, involvement by a Proponent in the preparation of this Request for Proposals. If a Proponent is in doubt as to whether there might be a conflict of interest, the Proponent should consult with the Contact Person listed on page 1 prior to submitting a proposal.

b) Proposals from not-for-profit agencies will be evaluated against the same criteria as those received from any other Proponents.

6. Evaluation

The City reserves the right to waive or reject any or all submissions or accept the submission deemed most favourable to the interests of the City. Without limiting the generality of the foregoing, any submission which is incomplete, obscure, irregular, or has unauthorized erasures or corrections may be rejected. Any awards shall be made based on the criteria as stated in the Evaluation of Responses.

7. Negotiation Delay

If the City desires to enter into a written Contract and it cannot be negotiated within thirty days of notification of the successful Proponent, the City may, at its sole discretion at any time thereafter, terminate negotiations with that Proponent and either negotiate a Contract with the next qualified Proponent or choose to terminate the Request for Proposals process and not enter into a Contract with any of the Proponents.

8. Debriefing

At the conclusion of the Request for Proposals process, all Proponents will be notified. Unsuccessful Proponents may request a debriefing meeting with the City.

9. Alternative Solutions

If alternative solutions are offered, please submit the information in the same format, as a separate proposal.

10. Changes to Proposals

By submission of a clear and detailed written notice, the Proponent may amend or withdraw its proposal prior to the closing date and time. Upon closing time, all proposals become irrevocable. The Proponent will not change the wording of its proposal after closing and no words or comments will be added to the proposal unless requested by the City for purposes of clarification.

11. Proponents' Expenses

Proponents are solely responsible for their own expenses in preparing a proposal and for subsequent negotiations with the City, if any. If the City elects to reject all proposals, the City will not be liable to any Proponent for any claims, whether for costs or damages incurred by the Proponent in preparing the proposal, loss of anticipated profit in connection with any final Contract, or any other matter whatsoever.

12. Limitation of Damages

Further to the preceding paragraph, the Proponent, by submitting a proposal, agrees that it will not claim damages, for whatever reason, relating to the Contract or in respect of the competitive process, in excess of an amount equivalent to the reasonable costs incurred by the Proponent in preparing its proposal and the Proponent, by submitting a proposal, waives any claim for loss of profits if no Contract is made with the Proponent.

13. Proposal Validity

Proposals will be open for acceptance for at least 90 days after the closing date.

14. Firm Pricing

Prices will be firm for the entire Contract period unless this Request for Proposals specifically states otherwise.

15. Currency and Taxes

Prices quoted are to be:

a) in Canadian dollars;

b) exclusive of applicable taxes.

16. Completeness of Proposal

By submission of a proposal the Proponent warrants that, if this Request for Proposals is to design, create or provide a system or manage a program, all components required to run the system or manage the program have been identified in the proposal or will be provided by the Contractor at no charge.

17. Sub-Contracting

a) Using a sub-contractor (who should be clearly identified in the proposal) is acceptable. This includes a joint submission by two Proponents having no formal corporate links. However, in this case, one of these Proponents must be prepared to take overall responsibility for successful performance of the Contract and this should be clearly defined in the proposal.

b) Sub-contracting to any firm or individual whose current or past corporate or other interests may, in the City's opinion, give rise to a conflict of interest in connection with the project or program described in this Request for Proposals will not be permitted. This includes, but is not limited to, any firm or individual involved in the preparation of this Request for Proposals. If a Proponent is in doubt as to whether a proposed subcontractor gives rise to a conflict of interest, the Proponent should consult with the City Contact Person listed on page 1 prior to submitting a proposal.

c) Where applicable, the names of approved sub-contractors listed in the proposal will be included in the Contract. No additional subcontractors will be added, nor other changes made, to this list in the Contract without the written consent of the City.

18. Acceptance of Proposals

a) This Request for Proposals should not be construed as an agreement to purchase goods or services. The City is not bound to enter into a Contract with the Proponent who submits the lowest priced proposal or with any Proponent. Proposals will be assessed in light of the evaluation criteria. The City will be under no obligation to receive further information, whether written or oral, from any Proponent.

b) Neither acceptance of a proposal nor execution of a Contract will constitute approval of any activity or development contemplated in any proposal that requires any approval, permit or license pursuant to any federal, provincial, regional district or municipal statute, regulation or by-law.

19. Definition of Contract

Notice in writing to a Proponent that it has been identified as the successful Proponent and the subsequent full execution of a written Contract, with the approval of Council for the City of Salmon Arm, will constitute a Contract for the goods or services, and no Proponent will acquire any legal or equitable rights or privileges relative to the goods or services until the occurrence of both such events.

20. Contract

By submission of a proposal, the Proponent agrees that should its proposal be successful the Proponent will enter into a Contract with the City on the terms set out in Appendix B.

21. Liability for Errors

While the City has used considerable efforts to ensure information in this Request for Proposals is accurate, the information contained in this Request for Proposals is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the City, nor is it necessarily comprehensive or exhaustive. Nothing in this Request for Proposals is intended to relieve Proponents from forming their own opinions and conclusions with respect to the matters addressed in this Request for Proposals.

22. Modification of Terms

The City reserves the right to modify the terms of this Request for Proposals at any time in its sole discretion. This includes the right to cancel this Request for Proposals at any time prior to entering into a Contract with the successful Proponent.

23. Ownership of Proposals

All proposals submitted to the City become the property of the City. They will be received and held in confidence by the City, subject to the provisions of the *Freedom of Information and Protection of Privacy Act* and this Request for Proposals.

24. Use of Request for Proposals

Any portion of this document, or any information supplied by the City in relation to this Request for Proposals may not be used or disclosed, for any purpose other than for the submission of proposals. Without limiting the generality of the foregoing, by submission of a proposal the Proponent agrees to hold in confidence all information supplied by the City in relation to this Request for Proposals.

25. No Lobbying

Proponents must not attempt to communicate directly or indirectly with any employee, contractor or representative of the City, including the evaluation committee and any elected officials of the City, or with members of the public or the media, about the project described in this Request for Proposals or otherwise in respect of the Request for Proposals, other than as expressly directed or permitted by the City.

26. No Collusion

Proponents must not communicate, directly or indirectly, with any other Proponent (including through any employees, agents or contractors) regarding the preparation, content or submission of proposals.

27. Collection and Use of Personal Information

Proponents are solely responsible for familiarizing themselves, and ensuring that they comply, with the laws applicable to the collection and dissemination of information, including resumes and other personal information concerning employees and employees of any subcontractors. If this RFP requires Proponents to provide the City with personal information of employees who have been included as resources in response to this RFP, Proponents will ensure that they have obtained written consent from each of those employees before forwarding such personal information to the City. Such written consents are to specify that the personal information may be forwarded to the City for the purposes of responding to this RFP and use by the City for the purposes set out in the RFP. The City may, at any time, request the original consents or copies of the original consents from Proponents, and upon such request being made, Proponents will immediately supply such originals or copies to the City.

B. Requirements and Response

1 Summary

The City of Salmon Arm (City) is situated between the peaceful shores of Shuswap Lake and beautiful surrounding mountains and hills. It is comprised of a year-round population base of approximately 20,000 people and offers an incredible diversity of economic and tourism-related amenities. The City maintains over 60 facilities and buildings valued at almost $120 million dollars.

The City of Salmon Arm is looking to have a qualified proponent conduct a comprehensive Facility Inventory Assessment and Asset Assessment encompassing five (5) key municipal properties: ROGERS Rink, the SASCU Recreation Centre, City Hall, the Water Treatment Plant (WTP), and the Wastewater Pollution Control Centre (WPCC). This assessment provides a detailed evaluation of each facility's current condition, and long-term maintenance and capital needs. The objective of this project is to create an asset inventory within the City's existing Asset Management software and to create a lifecycle assessment for each facility that includes the long-term maintenance and capital needs in support of strategic asset management decision making.

The 5 facilities included in this assessment RFP are:

#	Facility	Year Built	Major Use
1	City Hall	2006	Civic office building
2	ROGERS Rink	1999	Includes 2 NHL regulation size arenas
3	SASCU Recreation Centre	1985	Recreation facility with pool, fitness gym, indoor gymnasium,
4	Water Treatment Plant	2009	Treatment of drinking water
5	Wastewater Pollution Control Centre	1977	Primary and Secondary treatment of sanitary wastewater

2 Overview

The City invites proposal submissions from interested groups, businesses, or individuals to undertake a Facility Inventory and Asset Assessment for these five facilities:

2.1 ROGERS Rink (Budget $35,000)

Built in 1999, this facility includes two NHL regulation-size ice surfaces and supports a wide range of recreational and competitive programs. It also serves as a venue for concerts, trade shows, and large events, with seating for up to 2,200 in the Spectator Arena and 300 in Hucul Pond. The building is in good condition and well-equipped for multi-use purposes.

2.2 The SASCU Recreation Centre (Budget $35,000)

Constructed in 1985, this aging facility includes a 25-meter pool, hot tub, sauna, gymnasium, racquet courts, meeting rooms, and office space. It has known infrastructure and capacity limitations, particularly in the aquatics area. A 2018 feasibility study identified the need for refurbishment or replacement. The City's Corporate Strategic Plan includes the construction of a new aquatic centre adjacent to the existing

recreation building and renovation of the existing facility. At this time there is not an anticipated start of construction. The lifecycle plan for the facility should assume decommissioning of the pool in a 10-15 year time frame including all supporting assets and assume the remainder of the facility remains functional as long as possible. Assets associated with the pool should be included in the inventory and condition rating, but lifecycle forecasts shall not extend beyond the anticipated decommissioning window.

The Shuswap Recreation Society manages the ROGERS Rink and SASCU Recreation Centre on behalf of the City of Salmon Arm.

2.3 City Hall (Budget $15,000)

Opened in 2006, City Hall is a modern civic complex housing municipal offices, council chambers, court services, and corrections. The 41,289 sq ft building is spacious and well-maintained, with landscaped surroundings, a mezzanine level, and underground parking.

2.4 Water Treatment Plant (WTP) (Budget $25,000)

Commissioned in 2009, the Water Treatment Plant is a Level IV facility with a nominal capacity of 40 ML/day. It uses advanced filtration and disinfection processes and meets or exceeds Canadian drinking water standards. The facility is in excellent condition and staffed by certified operators.

2.5 Wastewater Pollution Control Center (WPCC) (Budget $25,000)

Operational since 1977, this Level IV facility provides primary, secondary, and tertiary treatment using biological nutrient removal. It includes advanced odour control and filtration systems. While functional and well-operated, the facility reflects its age and complexity. The WPCC is in the design phase of the Stage IV upgrade which is anticipated within a 5-year timeframe. Part of the preliminary engineering work that has been completed was a condition assessment of the equipment components of the plant. The preferred proponent would be required to inventory assets not included in the previous condition assessment (building envelope, etc.) and incorporate both inventories into data input and analysis.

The project is to complete a lifecycle assessment for each of the five facilities that will include completing an inventory of all major components of the building, completing a visual condition inspection of all inventoried assets and to complete a full lifecycle plan for each facility including any immediate, short, medium and long-term rehabilitation recommendations as well as anticipated retirement dates.

The City will make the following documents available to the successful proponent:

ROGERS Rink

a) Record Drawings
b) Any available operating manuals

SASCU Recreation Centre

a) 2018 Condition Assessment Report
b) Recreational Campus Feasibility Study (2019)

c) Hazardous Building Materials Assessment (2025)
d) Lead Paint Analysis (2022)
e) Any available As-built Drawings

City Hall

a) Record Drawings
b) Any available operating manuals

WTP

a) Any available record drawings
b) 2025 Condition Assessment Report
c) Any available operating manuals

WPCC

a) Any available record drawings
b) Condition inspection report (equipment).
c) Any available operating manuals

The preferred schedule of completion is August 28, 2026.

3 Required Services

The successful Proponent shall be responsible for providing the services outlined below, in order of their priority within the available budgets. Proponent must clearly indicate in their proposal which priority levels they can complete within their quoted amount. The deliverables by priority level are:

Priority 1 A complete asset inventory for the subject facility, entered into Brightly Asset Essentials software

Priority 2 Condition ratings and replacement costs completed for all inventoried assets, to include FCI

Priority 3 Identification, costing, and prioritization of corrective actions for assets in Poor or Very Poor condition, for inclusion in a short to medium term capital replacement and major maintenance plan

Priority 4 Full asset lifecycle assessment for each facility, including replacement timelines and maintenance forecasts

3.1 Priority 1: Asset Inventory

The Proponent will complete a detailed asset inventory for each facility using ASTM Uniformat II Level 4 Classification, as outlined in Appendix E. The asset inventory shall include but not be limited to the following:

a. Structural assets (floors, roofs, walls, foundations, etc.)
b. Active assets (HVAC, Lighting, Plumbing, etc.)
c. Other assets valued over $1,000 not already accounted for in the Structural and Active categories

Note: Operational assets like pumps, valves, tanks, etc. that are already managed by City staff in Brightly Asset Essentials are excluded.

A more complete list of data collection fields is included in Appendix D and will be finalized with the Proponent prior to the start of this project.

3.1.1 Data entry into Asset Software

All asset inventory and assessment data will be entered into Asset Essentials, a Brightly Inc. work order management software, by the Proponent. The Proponent is responsible for ensuring data accuracy, consistency, and completeness. Data entry requirements include:

	Data Entry Requirement	Description
1	Asset Attributes	Asset description, asset type, material, hazardous material, installation year, age, manufacturer, model, serial number, condition rating, replacement cost and estimated remaining useful life. Additional attributes may be included if readily available.
2	Asset Categorization	Assign each asset to the correct asset category within the software's hierarchy to ensure proper organization and tracking using ASTM II hierarchy.
3	Location Mapping	Assign asset location and create a location hierarchy within the Asset Essentials software.
4	Maintenance Recommendations	Recommended corrective actions, deferred maintenance items, and estimated repair/replacement costs.
5	Photographic Documentation	Upload photos for key assets where applicable
6	Linking parent/child assets	Configure parent/child relationships for assets where applicable
7	Quality Control & Verification	Conducting a review of all entered data to ensure accuracy, completeness, and consistency with industry best practices and Salmon Arm's asset management framework.

The Proponent must complete data entry within 4 weeks of completing on-site assessments. The City of Salmon Arm reserves the right to review and request corrections or modifications to ensure compliance with data quality standards.

Hazardous materials identification is limited to visual indicators and review of existing reports. No destructive testing or sampling is required.

The Proponent will create updated facility maps if the current ones are inaccurate or do not exist. These maps will include location markers that match the locations of assets identified during the assessment.

3.2 Priority 2: Asset Condition Ratings and Facility Condition Index

The Proponent shall apply a consistent, documented condition rating methodology for every asset inventoried, using a 1-5 scale as shown below. Condition ratings must be based on visible defects,

operational performance, remaining useful life, and inspector judgement recorded at the time of inspection. Destructive testing will not be permitted.

Condition Ratings	% AUL
1 = Excellent	< 20%
2 = Good	< 40%
3 = Fair	< 60%
4 = Poor	< 80%
5 = Critical / Failing	> 80%

The expected condition rating procedure the Proponent should follow is:

1. Inspect asset and document observed defects and performance issues; record photographic evidence and asset category and location in Asset Essentials.
2. Determine Actual Age and AUL (Average Useful Life) from records or any available information. Where inspection indicates accelerated deterioration, set an Adjusted AUL (AAUL) and record source and justification.
3. Calculate percent of life consumed (% AUL) and estimate Remaining Useful Life (RUL).
4. Assign Condition Rating using the inspection evidence and % AUL, and record the Condition Source (inspection, calculation, or record).

The Proponent shall use industry standard formulas to generate Facility Condition Index (FCI) ratings for each facility asset, expressed as a ratio and percentage. The expected formula is:

FCI = Deferred Maintenance / Current Replacement Value

Where Deferred Maintenance is the total cost of recommended corrective works to bring assets to acceptable condition (recorded in the deficiency register), and Current Replacement Value is the estimated cost to replace the facility or assets in today's dollars.

The Proponent must document all assumptions, sources for AUL's, unit rates, and replacement values. In addition, a 1-2 page FCI summary must be provided for each facility at both the asset and facility levels, with system-level aggregation where appropriate

3.3 Priority 3: Corrective Action Recommendations and Costing

A deficient condition is any asset with a condition rating of 4 (Poor) or 5 (Critical/Failing), or any asset displaying defects that meaningfully impair functionality, safety, service levels, or regulatory compliance. For each asset identified with a deficient condition the Proponent must recommend corrective actions, including:

- Description of work required
- Estimated labour and material costs
- Projected post-repair condition and extended useful life

The Proponent will record all deficiency recommendations in a Deficiency Registry, which will include Asset ID's correlated to Assets in Brightly. Requirements for the Deficiency Register include:

3.3.1 Costing:

Corrective actions must be recommended for each deficient condition identified, and include cost estimates of labour and materials, and details of the work required for repair. These corrective actions are to be recorded in a deficiency register created in coordination with the City of Salmon Arm. Each recommended corrective action should identify the resulting asset condition and estimated useful life if the corrective action is completed.

3.3.2 Deficiency Prioritization

The City of Salmon Arm expects there will be a list of deficiencies greater than what can be accomplished in 1 year. Therefore, the Proponent will need to assign a deficiency priority level to each deficiency. The Proponent and the City of Salmon Arm will jointly establish the priority level standards prior to the start of the facility assessments.

A deficiency prioritization scale may look like this:

	Deficiency Rating	Description
1	Immediate need	As soon as possible, critical deficiency
2	Short term	Within 1-2 years
3	Medium term	Within 3-5 years
4	Long term	Within 5-10 years

3.4 Priority 4: Asset Lifecycle Assessment

The Asset Lifecycle Assessment will provide a comprehensive evaluation of each facility's long-term capital renewal and maintenance needs. The Proponent will analyze all inventoried assets to determine their remaining useful life, replacement timelines, and long-term rehabilitation requirements, drawing on condition ratings, estimated useful life (AUL/AAUL), criticality, and replacement cost data collected during earlier phases of the project. The assessment must identify immediate, short-term, medium-term, and long-term renewal actions, and develop a lifecycle forecast that aligns projected interventions with asset deterioration curves and current performance. For each facility, the Proponent will prepare a lifecycle plan summarizing recommended interventions, anticipated replacement years, projected renewal costs, and impacts on overall facility performance. The resulting lifecycle assessment will support long-range capital planning and provide the City with a defensible basis for budgeting, prioritization, and strategic asset management decision-making.

4 Fee Structure - Time and Materials with Upset Limit

The City will pay the Contractor on a Time and Materials (T&M) basis, subject to a maximum upset limit. The following conditions will apply:

a) Hourly Rates: The Contractor shall be compensated based on the hourly rates for personnel and sub-consultants as submitted in the Proposal Fee Summary. These rates shall be fixed for the duration of the Contract and shall include all overhead, profit, and administrative costs.

b) Upset Limit (Maximum Total Fee): The total amount payable by the City for all services under this Contract shall not exceed the approved upset limit, as agreed through contract execution. The Contractor may not exceed this upset limit without prior written authorization from the City.
c) No Payment Beyond Upset Limit Without Authorization: Any work performed that would cause the total fees to exceed the upset limit shall be at the Contractor's sole risk unless prior written approval is obtained from the City's Project Manager.
d) Billing Requirements: The Contractor shall submit detailed monthly invoices broken down per facility that include hours worked by each staff member, applicable hourly rates, sub-consultant hours and rates, total of fees incurred previously, total fees incurred on the current invoice and remaining balance under the upset limit.
e) All-Inclusive Fee: The upset limit shall be considered all-inclusive, including labour, travel, disbursements, software/data entry time, equipment, and all other costs necessary to complete the work as described in this RFP. Separate billing for disbursements or extras will not be permitted unless expressly approved in writing by the City. For clarity, budgets listed per facility represent maximum upset limits and may not be redistributed between facilities unless expressly approved by the City.

5 Deliverables

a) One (1) hard copy and one (1) digital report for EACH facility summarizing the findings and recommendations from the lifecycle analysis sealed by a professional engineer including:
    i. Asset inventory and condition assessment
    ii. Rehabilitation and renewal forecast
    iii. Lifecycle cost estimates for recommended renewal/replacement forecast
    iv. Facility Maps
b) Updated asset data in Brightly Asset Essentials softwarep

6 Evaluation

This section details all of the mandatory and desirable criteria against which proposals will be evaluated. Proponents should ensure that they fully respond to all criteria in order to receive full consideration during evaluation.

6.1 Mandatory Criteria

Proposals not clearly demonstrating that they meet the following mandatory criteria will be excluded from further consideration during the evaluation process.

	Criteria
A	The proposal must be received at the closing location before the specified closing time.
B	The proposal must be in English and may be delivered in-person, by courier, mail or e-mail.
C	The proposal must be submitted with one unaltered, completed Request for Proposals cover page including a signed Proponent Section.

D	The proposal must include a firm, fixed, all-inclusive price for each element described above.

6.2 Desirable Criteria

Proposals meeting all of the mandatory criteria will be further assessed against desirable criteria.

Desirable Criteria	Weighting
A. METHODOLOGY	30
Descriptive narrative Explanation of how contract will be managed in accordance with key requirements	
B. PROPONENT PROFILE	30
Qualifications and experience References	
C. PRICE PROPOSAL	20
D. SCHEDULE	20
E. GRAND TOTAL = (A + B + C + D)	**100**

7 Proposal Format

The following format should be followed in order to provide consistency in response and ensure each proposal receives full consideration. All pages should be consecutively numbered.

a) An unaltered and completed Request for Proposals cover page, including Proponent Section as per instructions.
b) Table of contents including page numbers.
c) A short (one or two page) summary of the key features of the proposal.
d) The body of the proposal, including pricing, i.e. the "Proponent Response".
e) Proposed Schedule
f) Detailed cost breakdown including the project team and hours each member is assigned to each task
g) Proposal Fee Summary Page as provided in Appendix B

Proposals should be limited to 15 pages. The page limit applies only to the main proposal body and excludes resumes, title pages, sample plans, and the completed Proposal Fee Summary.

8 Proponent Response

In order to receive full consideration during evaluation, proposals should include a detailed response to the following:

1) Your company's past experience delivering similar services. Identify key personnel and outline their qualifications;
2) Proposed fees. Provide a firm, fixed, all-inclusive price for each element described in the table above. Separate claims for disbursements will not be allowed and extras will not be permitted;
3) Your company's approach to minimizing operational disruptions; and
4) How your company will ensure that it meets the required timelines.
5) Provision of a sample Facility Condition Assessment from past work.

Appendix A - Contract Form

By submission of a proposal, the Proponent agrees that should its proposal be successful the Proponent will enter into a Contract with the City that will include the following selected contract clauses.

Compliance With Laws

The Proponent will give all the notices and obtain all the licenses and permits required to perform the work. The Proponent will comply with all laws applicable to the work or performance of the Contract.

Laws of British Columbia

Any Contract resulting from this Request for Proposals will be governed by and will be construed and interpreted in accordance with the laws of the Province of British Columbia.

Arbitration

All disputes arising out of or in connection with the Agreement will, unless the parties otherwise agree, be referred to and finally resolved by arbitration pursuant to the *Commercial Arbitration Act*.

Indemnity

Any Agreement resulting from this Request for Proposals will require that the Contractor indemnify and save harmless the City, its employees and agents from and against all claims, demands, losses, damages, costs and expenses made against or incurred, suffered or sustained by the City at any time or times (either before or after the expiration or sooner termination of this Agreement) where the same or any of them are based upon or arise out of or from anything done or omitted to be done by the Contractor or by any servant, employee, officer, director or sub-Contractor of the Contractor pursuant to the Contract excepting always liability arising out of the independent acts of the City.

Insurance

Any Agreement resulting from this Request for Proposals may require that the Contractor, without limiting its obligations or liabilities and at its own expense, provide and maintain throughout the Agreement term, the following insurances with insurers licensed in British Columbia in forms acceptable to the City. All required insurance will be endorsed to provide the City with 30 days' advance written notice of cancellation or material change. The Contractor will provide the City with evidence of the required insurance, in the form of a completed Certificate of Insurance, immediately following execution and delivery of the Agreement.

Professional Liability Insurance in an amount not less than $5,000,000 inclusive per occurrence and aggregate.

Comprehensive Commercial General Liability in an amount not less than $2,000,000 inclusive per occurrence insuring against bodily injury and property damage and including liability assumed under the Contract. The City is to be added as an additional insured and the policy shall contain a cross liability clause.

Automobile Liability on all vehicles owned, operated or licensed in the name of the Contractor in an amount not less than $2,000,000.

Registration with Workers' Compensation Board

The Contractor and any approved sub-Contractors must be registered with the Workers' Compensation Board (WCB), in which case WCB coverage must be maintained for the duration of the Contract. Prior to receiving any payment, the Contractor may be required to submit a WCB Clearance Letter indicating that all WCB assessments have been paid.

Appendix B - Proposal Fee Summary

TERMS OF REFERENCE

PROPOSAL TO PROVIDE FACILITY INVENTORY AND ASSET ASSESSMENTS

Item	**Fee**	**Priorities to be completed (#1-4)**
SASCU Recreation Centre – Facility Inventory and Asset Assessment	$	
ROGERS Rink – Facility Inventory and Asset Assessment	$	
City Hall – Facility Inventory and Asset Assessment	$	
Water Treatment Plant – Facility Inventory and Asset Assessment	$	
Wastewater Pollution Control Centre – Facility Inventory and Asset Assessment	$	
Sub-total	$	
Applicable Taxes	$	
TOTAL	**$**	

Name of Corporation:		Contact:	
Mailing Address:			
Phone:		Email:	

***Total fee proposals may be revealed to all firms, after notice of award has been given**

Appendix C - Project Locations

Appendix D – Sample Data Collection Requirements

The following is a sample of data to be collected for each asset and entered into Brightly – Asset Essentials software. This list will be finalized prior to the start of the assessments.

#	Base Fields	Description
1	**Asset Name**	Unique to each asset: **Department + Location + Asset Category + Sequential #**
2	**Asset No.**	Existing number / model number of the asset (ie. Hydrant #)
3	**Asset Class**	Main grouping level of assets. Ie. Water, Sanitary, Transportation
4	**Subtype**	Secondary grouping: 1.Facility **1.1 Airport, 1.2 Arena**, etc.
5	**Subtype 2**	Breakdown of Subtypes, by main function or process step, as per asset hierarchy or Uniformat II codes for Facility assets
6	**Subtype 3**	Major component type. Ie. Pump, motor,
7	**Subtype 4**	Detailed level (if needed). Ie. Type of pump, or size/type of motor
8	**Location 1**	Main site or region. Ie. WTP, NE, Broadview, Public Works Yard
9	**Location 2**	Building within a site, Neighbourhood
10	**Location 3**	Street and/or cross street, Common name, Floor within a building
11	**Location 4**	Street Address, room #/name within a building
12	**Status**	'Existing'
18	**Record Drawing**	
19	**Photo**	

#	Facility Specific	Description
20	**Install Year**	Original install year of the asset
21	**Install Year Source**	Where does this information come from (records, best guess)
22	**AUL**	Average Useful Life of this asset type. Applies across all similar assets
23	**% of AUL**	% of useful life that is used up. When it reaches 100% the asset is at the end of its useful life.
24	**AAUL**	Adjusted AUL - based on inspections. Specific to individual assets and overrides the AUL field.
25	**AAUL Source**	Where does this updated AAUL come from? (inspection, observations, calculations, industry)
26	**Condition**	1-5 scale, based on AUL or AAUL if available. 1 is Excellent, 5 is Failing
27	**Condition Source**	Calculated or inspection based (to determine accuracy of condition rating)
29	**Replacement Year**	What is the estimated replacement year of this asset. Will adjust based on AUL and AAUL changes
30	**Replacement Cost**	The estimated cost to replace the asset in the future - in todays dollars
31	**Decommissioning Cost**	Estimated cost to decommission the asset (if significant)
32	**Hazardous Materials**	Contains or is suspected to contain hazardous materials (list type).
90	**Manufacturer**	
91	**Model**	
92	**Serial #**	
93	**Description of component**	
94	**Recommendation**	
95	**Type of Recommendation**	
96	**Potential ECM**	
97	**Deficiency Priority**	
98	**Assessment Date**	
99	**Assessed By**	

Appendix E – ASTM Uniformat II

ASTM UNIFORMAT II Classifications

Level 1 Major Group Elements	Level 2 Group Elements	Level 3 Individual Elements
A - Substructure	A10 - Foundations	A1010 - Standard Foundations A1020 - Special Foundations A1030 - Slab on Grade
	A20 - Basement Construction	A2010 - Basement Excavation A2020 - Basement Walls
B - Shell	B10 - Superstructure	B1010 - Floor Construction B1020 - Roof Construction
	B20 - Exterior Enclosure	B2010 - Exterior Walls B2020 - Exterior Windows B2030 - Exterior Doors
	B30 - Roofing	B3010 - Roof Coverings B3020 - Roof Openings
C - Interiors	C10 - Interior Construction	C1010 - Partitions C1020 - Interior Doors C1030 - Fittings
	C20 - Stairs	C2010 - Stair Construction C2020 - Stair Finishes
	C30 - Interior Finishes	C3010 - Wall Finishes C3020 - Floor Finishes C3030 - Ceiling Finishes
Level 1 Major Group Elements	**Level 2 Group Elements**	**Level 3 Individual Elements**
D - Services	D10 - Conveying	D1010 - Elevators & Lifts D1020 - Escalators & Moving Walks
	D20 - Plumbing	D2010 - Plumbing Fixtures D2020 - Domestic Water Distribution D2030 - Sanitary Waste D2040 - Rain Water Drainage D2090 - Other Plumbing Systems
	D30 - HVAC	D3010 - Energy Supply D3020 - Heat Generating Systems D3030 - Cooling Generating Systems D3040 - Distribution Systems D3050 - Terminal & Package Units D3060 - Controls & Instrumentation D3070 - Systems Testing & Balancing
	D40 - Fire Protection	D4010 - Sprinklers D4020 - Standpipes D4030 - Fire Protection Specialties D4090 - Other Fire Protection Systems
	D50 - Electrical	D5010 - Electrical Service & Distribution D5020 - Lighting & Branch Wiring D5030 - Communications & Security D5090 - Other Electrical Systems
E - Equipment & Furnishings	E10 - Equipment	E1010 - Commercial Equipment E1020 - Institutional Equipment E1030 - Vehicular Equipment

		E1090 - Other Equipment
	E20 - Furnishings	E2010 - Fixed Furnishings E2020 - Movable Furnishings
F - Special Construction	F10 - Special Construction	F1010 - Special Structures F1020 - Integrated Construction F1030 - Special Construction Systems F1040 - Special Facilities F1040 - Special Controls and Instrumentation
	F20 - Selective Building Demolition	F2010 - Building Elements Demolition F2020 - Hazardous Components Abatement
G - Sitework	G10 - Site Preparation	G1010 - Site Clearing G1020 - Site Demolition & Relocations
	G20 - Site Improvements	G2010 - Roadways G2020 - Parking Lots G2030 - Pedestrian Paving G2040 - Site Development G2050 - Landscaping
	G30 - Site Mechanical Utilities	G3010 - Water Supply G3020 - Sanitary Sewer G3030 - Storm Sewer G3060 - Fuel Distribution
	G40 - Site Electrical Utilities	G4010 - Electrical Distribution G4020 - Site Lighting G4030 - Site Communications & Security
	G90 - Other Site Construction	G9010 - Service and Pedestrian Tunnels G9090 - Other Site Construction