

## REPORT

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**TO:** Council  
**FROM:** Anna McCarthy  
**DATE:** April 3, 2024  
**REPORT:** FIN.24.03  
**SUBJECT:** Award of RFP-F18-2024-02 Asset Management Plan Consulting Services

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### **RECOMMENDATION:**

That Council receive FIN.24.03 Award of RFP-F18-2024-02 Asset Management Plan Consulting Services for information; and  
That Council authorize award in accordance with the RFP Evaluation Committee's recommendation to Hemson Consultants in the amount of \$34,650

### **BACKGROUND AND ANALYSIS:**

On February 22, 2024, Council authorized issuing a request for proposal to hire a consultant to update the Municipality's Asset Management Plan. This update is required to maintain compliance with Ontario Regulation 588/17 Asset Management Planning, with a deadline of July 1 2025. Additionally, the Asset Management Plan will be updated to contain the following:

- establish the current state of assets, including condition assessments
- identification of current and proposed levels of service
- develop asset management strategy (including risk assessment, lifecycle costing, and growth)
- develop a financing strategy
- communicate the results and recommendations to Council

The RFP was issued on February 22, 2024, and closed on March 19, 2024. The RFP document that was issued is available here: [RFP-F18-2024-02 Asset Management Consulting Services](#). 3 [submissions](#) were received from Hemson Consulting, PSD CityWide, and Watson & Associates Economists. All three proponents have extensive experience working with Municipalities and creating Ontario Regulation 588/17 compliant Asset Management Plans.

As indicated in Section 3.2.3 of the RFP document, the evaluation criteria was broken down as follows:

1. Qualifications and experience 25%

2. Methodology and deliverables 30%
3. Work Plan 30%
4. Price 15%

In accordance with RFP requirements, the cost proposals were submitted as separate files, and were not part of the initial evaluation.

The Evaluation Committee consisted of the following members:

Anna McCarthy, Treasurer/Director of Finance

Charity Post, Deputy Treasurer

Holly Cullihall, Transportation Coordinator

#### Evaluation Scoring Results:

Consultant	Technical Score* (85%)	Cost Score^ (15%)	Total Score
Hemson Consulting	6.9	1.5	8.4
Watson & Associates	7.3	0.8	8.1
PSD CityWide	6.3	1.2	7.5

\*average score of 3 independent evaluations

^cost score was calculated as a function of the lowest cost submitted. Therefore, the lowest cost receives the highest possible score.

Proposed costs ranged from \$34,650 to \$75,030.

There was a difference in methodology and work plan for the consultants, which impacted the total proposed consultant hours and the final cost. The recommended proponent has included an allowance of 190 consultant hours, while another included up to 333 consultant hours.

In the recommended proposal, Hemson will commence work immediately following award, to complete by February 2025. Hemson will attend up to two Council meetings as required, including a presentation of the final results and financing strategies.

#### **GREY HIGHLANDS STRATEGIC PLAN:**

Responsible Governance - Maintain the comprehensive Asset Management Plan that enables effective tracking, planning, and allocation of resources to meet future infrastructure needs.

#### **FINANCIAL IMPACT:**

The cost of updating the Asset Management Plan will be included in the 2025 operating budget, in the Asset Management category, as a one-time expense.

**ATTACHMENTS OR REFERENCE:**

[FIN.24.01 Ontario Regulation 588/17 Asset Management Planning, 2025 update](#)

[FIN.20.08 Award of Contract for Asset Management Plan Update](#)

[Ontario Regulation 588/17: Asset Management Planning for Municipal Infrastructure](#)

[Greyhighlands.ca Asset Management Page](#)

**Approved By:**

Karen Govan, Chief  
Administrative Officer

**Status:**

Approved - 27 Mar 2024