

Corporate Services

REQUEST FOR PROPOSALS

Asset Management Consulting Services
RFP50475 - Addendum 1

Release date: May 19, 2022

Proposals will be received up to
3:00:00 pm local time on June 20, 2022

Contact: Michael Hatfield
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Municipality of East Hants
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Contents

1.	QUESTIONS.....	3
1.3.	PROPOSAL SUBMISSION.....	3
1.4.	INQUIRIES.....	3
1.5.	WITHDRAWING OR MODIFYING A PROPOSAL.....	3



1. QUESTIONS

- 1.1. East Hants have had two requests for extension. While it creates some challenges to do so, the request for extension is hereby granted and sections of the RFP are updated as follows. Please review carefully:

1.3. PROPOSAL SUBMISSION

- 1.3.1. Proposals will be received up to 3:00:00 pm local time on **June 20, 2022** by upload only using the East Hants online procurement application.
- 1.3.2. The Proponent is responsible for uploading and submitting all documents by closing time. The Proponent must account for the time to upload documents which depends on the size of the document. East Hants shall not be liable for, and Proponent releases East Hants from, any damage or loss of any kind whatsoever related to Proponent's failure to submit documents by closing time for any reason.
- 1.3.3. Remember to sign the Proposal form. Electronic signatures are acceptable.
- 1.3.4. Prior to submitting their Bid, Bidders are to review the Electronic Submission Protocol at: <https://www.easthants.ca/government/procurement/> for the latest information with respect to submissions.

1.4. INQUIRIES

- 1.4.1. All questions or requests for additional information or clarifications regarding this Request for Proposals shall be in writing, **by email only**, to the following two email addresses. East Hants may not be able to respond to questions received after **May 26, 2022** until after June 13, 2022.

mhatfield@easthants.ca
apyne@easthants.ca
- 1.4.2. East Hants will provide clarifications and additional information, if required, by way of Addenda.
- 1.4.3. Inquiries and questions will be accepted up to **3:00 pm local time on June 8, 2022**.
- 1.4.4. Proponents are solely responsible to ensure that any such inquiries are received by East Hants as described above. East Hants will not be responsible if a Proponent acts based on information received in any other way than an approved Addendum or communication, in writing, from the representative named in this section.

1.5. WITHDRAWING OR MODIFYING A PROPOSAL

- 1.5.1. Proposals can only be withdrawn by contacting Michael Hatfield by phone at 902-883-6232 or by email at mhatfield@easthants.ca. Withdrawal requests received after May 27, 2022 will be processed after **June 13, 2022**. The Proponent must provide the unique identifying number they received when submitting the Proposal in order to withdraw the Proposal.
- 1.5.2. Once a Proposal has been submitted, it cannot be modified. The Proponent must submit a new Proposal and then contact East Hants as above to withdraw the Proposal which is no longer valid.
- 1.5.3. The request to withdraw a Proposal may occur at any time, but certain competitions may contain bid security or other requirements which may impact a Proponent's legal responsibilities once the competition has closed, so withdrawal of a Proposal, where possible, should occur prior to closing.
- 1.5.4. New or replacement Proposals must be submitted before the Competition Deadline.



- 1.2. Concerning section 2.2.2.1.9.2: “The consultant [shall provide] six (6) mandatory technical memorandums”. Would the Municipality be able to confirm that the 6 technical memorandums are all related to Task 2, and elaborate on the expected topic of the 6 memorandums? Task 2 is divided into 4 sections (AM Strategy, AM Roadmap, AM Governance Structure, and AM knowledge).

2.2.2.1.9.2 is summarizing that there are to be at least 7 task-based workshops and 6 technical memos (which are then further described throughout the RFP).

Task 2 requires just a workshop (WS), no technical memo (TM). The WS, per 2.2.2.1.4 is for the AM Strategy, Roadmap & Governance Structure. No TM needed for this Task as Consultant is to provide final AM Strategy Doc (2.2.2.1.5) AM Roadmap & implementation plan (2.2.2.1.6), & AM Governance Structure doc (2.2.2.1.7).

There should be one technical memo for each of the following:

1. WS & TM for Task 3 - Data Gap Analysis, & Asset Inventory (as referenced in 2.2.3.2.7. & 2.2.3.2.8)
2. WS & TM for Task 4 - State of Assets Review (as referenced in 2.2.4.1.4 & 2.2.4.1.5)
3. WS & TM for Task 5 - Levels of Service (LOS) and Performance Measures (as referenced in 2.2.5.1.5 & 2.2.5.1.6)
4. WS & TM for Task 6 - Risk Framework (as referenced in 2.2.6.1.3 & 2.2.6.1.4)
5. WS & TM for Task 7 - Lifecycle Management Strategy (as referenced in 2.2.7.1.5 & 2.2.7.1.6)
6. WS & TM for Task 8 - Asset Management Financial Strategy (as referenced in 2.2.8.2.6 & 2.2.8.2.7)

Those TMs will then culminate into Task 9 - Asset Management Plan.

- 1.3. Concerning Section 35 in the Sample Agreement” “The Consultant shall, without limiting its obligations or liabilities, maintain Commercial General Liability insurance on an occurrence basis with a minimum limit of \$5,000,000.00 for...”. Would the Municipality consider lowering this liability to \$2,000,000.00?

As Proponents may use excess or umbrella coverage to achieve this limit, we would not change this requirement. Our concern is the value of assets in which the Proponent may complete work and the potential risks associated with the business activities.

- 1.4. Concerning the Project Schedule (Section 2.6.1), under Task 10 - East Hants Sportsplex “Minimum two (2) site inspections to be conducted, one (1) during low utilization (anticipated August 2022) and one during high utilization (anticipated October 2022).” Can the municipality elaborate on the intent of the second site visit? Is this to analyze only the ice surface during the second visit?

See 2.2.11.7. The August visit should include inspection of entire building; if the ice is out, accessible rink pads should be inspected. The October inspection is intended to review if peak utilization/increased operations shows any impact on equipment and/or building environment. Quality of ice surface does not need to be inspected.

END OF ADDENDUM