



TOWN OF COMOX

1809 Beaufort Avenue

Comox, BC V9M 1R9

REQUEST FOR PROPOSALS

Asset Management Program Development

RFP No. 2026.03

Table of Contents

Part 1	Invitation and Submission Instructions	3
1.1	Invitation to Proponents	3
1.2	RFP Contact.....	4
1.3	Contract for Deliverables	4
1.4	Submission Instructions.....	5
Part 2	Evaluation, Negotiation, and Award	6
2.1	Timeline	6
2.2	Evaluation of Proposals & Award of Agreement	6
Part 3	Terms and Conditions of the RFP Process	8
3.1	General Information and Instructions	8
3.2	Communication after Issuance of RFP.....	9
3.3	Notification and Debriefing	9
3.4	Confidential Information	10
3.5	Procurement Process Non-Binding.....	11
Part 4	RFP Particulars	12
4.1	Scope of Services	12
4.2	Asset Management Program Development:	12
4.3	Vendor Requirements.....	13
4.4	Program Development Support and Knowledge Transfer Requirements	13
Part 5	Methodology and Work Plan.....	14
5.1	Timelines and Scheduling	14
Part 6	Mandatory Requirements.....	15
Appendix A	– Submission Form	15
Appendix B	– Pre-Conditions of Award.....	15
Appendix C	- Evaluation Criteria	15
Appendix D	– Pricing	17
Appendix E	– Experience & References	18

Part 1 Invitation and Submission Instructions

1.1 Invitation to Proponents

1.1.1 Invitation

This Request for Proposals (the “RFP”) is an invitation by the Town of Comox (the “Town”) to prospective proponents to submit proposals for the development of a comprehensive **Asset Management Program**. The Program will establish policies, procedures, and frameworks to support consistent, risk-informed asset management practices, while also building the internal capacity of Town staff to effectively implement, maintain, and continuously improve asset management practices over time.

Prior to 2026, the Town of Comox managed its Asset Management and Tangible Capital Asset (TCA) information through spreadsheets, PDFs, and legacy paper records. As a result, asset data varies in completeness and requires updating to align with current TCA and asset management practices. The Town is currently in the process of implementing Citywide Assets to support its Asset Management and TCA functions and is working towards enhancing the quality and completeness of its asset inventory data. Many assets are still recorded as pooled (i.e. equipment) and are not currently segmented (i.e. roads, water, sewer). Work to improve the Town’s asset inventory will likely be ongoing throughout this project.

In 2018, the Town completed its initial Asset Management Investment Plan, followed by an updated Asset Replacement Funding Strategy in 2023. Current asset management-related documents are available on the Town’s website <https://www.comox.ca/assetmanagement>. These initiatives resulted in Council approving a 10-year funding strategy to address the Town's infrastructure funding gap, including the establishment of an annual infrastructure renewal levy.

The Town is looking to update the strategy using updated asset management data in the new software in time for the new Council to set the strategy in March 2027 or earlier for their new term. Some aspects of the Asset Management Program Development may need to continue after March 2027.

Building on this foundation, the Town is seeking to develop a comprehensive Asset Management Program that integrates asset management practices into organizational planning, decision-making, and long-term financial sustainability.

The development of an Asset Management Program has been identified as a high priority for the Town and is driven by the following objectives:

- Support evidence-based decision-making through improved asset data, lifecycle planning, condition assessment, risk management, and levels of service analysis.
- Strengthen long-term financial sustainability by aligning asset management practices with capital planning, budgeting, and long-term financial planning.
- Establish a sustainable, organization-wide asset management framework that includes policies, governance, procedures, and staff capacity to support continuous improvement and informed investment decisions.
- Develop a concise annual asset management performance reporting framework, including key performance measures and indicators suitable for reporting to Council and the public.

1.1.2 Proponent must be Single Entity

The proponent must be a single legal entity that, if selected, intends to negotiate and enter into the contract with the Town. If the proposal is being submitted jointly by two (2) or more separate entities, the proposal must identify only one of those entities as the “proponent”. The proponent will be responsible for the performance of Deliverables.

1.1.3 RFP Information

RFP documents will be available on BC Bid at <https://www.bcbid.gov.bc.ca/>. This will enable the proponent to receive addenda email notifications and download addenda.

1.2 RFP Contact

To contact the Town in relation to this RFP, proponents must initiate communication electronically through the contact below. The Town will not accept any proponent’s communications by any other means, except as specifically stated in this RFP. For the purposes of this procurement process, the “RFP Contact” will be:

Jessie Proske
Finance Project Accountant
Town of Comox
jproske@comox.ca
250-331-6419

Proponents should only contact the RFP Contact where specifically instructed to in this RFP. All other communication in relation to this RFP, up to and including the submission of the proposal, must be as described above. Proponents and their representatives are not permitted to contact any employees, officers, agents, elected or appointed officials, or other representatives of the Town, other than the RFP Contact. Failure to adhere to this rule may result in the disqualification of the proponent and the rejection of the proponent’s proposal.

1.3 Contract for Deliverables

1.3.1 Type of Contract

The selected proponent will be requested to enter into direct contract negotiations to finalize an agreement with the Town for the provision of the Deliverables.

1.3.2 Term of Contract

The terms of the agreement will be in effect until the completion of the Deliverables planned to be March 31st, 2027, or as proposed by the proponent.

1.4 Submission Instructions

1.4.1 Submission of Proposals

Proposals must be submitted as one complete PDF file directly to **jproske@comox.ca** or hard copy packages must be received to 1809 Beaufort Ave, Comox BC, V9M 1R9 prior to the submission deadline. Submissions by other methods will not be accepted. In the event of any technical issues, proponents should contact the RFP contact.

All electronic submissions should have as the subject in bold capitalized letters: **SUBMISSION FOR REQUEST FOR PROPOSALS NO. 2026.03**

All copies received in hard copy should be submitted in a sealed envelope with the following in bold and capitalized letters: **ATTN: JESSIE PROSKE. SUBMISSION FOR REQUEST FOR PROPOSAL NO. 2026.03**

1.4.2 Proposals to be Submitted on Time

Proposals must be finalized and received on or before the Submission Deadline. The time of receipt of proposals shall be determined by the email receipt time stamp. Late submissions will not be accepted and will be disqualified as late.

Proponents are cautioned that the timing of submission is based on when the proposal is received at the Town, not when a proposal is submitted by a proponent. As transmission can be delayed due to file transfer size, transmission speed or other technical factors, proponents should plan to submit proposals well in advance of the Submission Deadline to avoid submitting late due to technical issues. Proponents submitting near the Submission Deadline do so at their own risk.

The Town will send a confirmation email to the proponent advising when the proposal was submitted and received successfully. If you do not receive a confirmation email, contact the RFP contact.

1.4.3 Proposals to be Submitted in Prescribed Format

Proposal materials should be prepared and submitted in accordance with the instructions in the RFP.

1.4.4 Amendment of Proposals

Proponents may amend their proposals prior to the Submission Deadline. However, the proponent is solely responsible for ensuring that the amended proposal is received by the Town by the Submission Deadline.

1.4.5 Withdrawal of Proposals

At any time throughout the RFP process until the execution of a written agreement for provision of the Deliverables, a proponent may withdraw a submitted proposal. Prior to the Submission Deadline, proponents may withdraw a submitted proposal by confirming by email to the RFP contact. To withdraw a proposal after the Submission Deadline, a notice of withdrawal must be sent to the RFP Contact and must be signed by an authorized representative of the proponent.

Part 2 Evaluation, Negotiation, and Award

2.1 Timeline

Proposed Schedule Component	Timeline
Issue RFP	June 19 th 2026
Deadline for Questions	July 10 th 2026
Submission Deadline	July 17 th 2026 @ 14:00PDT
Proponent Shortlisting & Notification of interviews (if required)	July 22 nd 2026
Proponent Interviews (at the discretion of the Town)	July 28-29 th 2026
Proponent Selection	July 31 st 2026
Project Kick off	As proposed by the bidder
Asset management funding options for the new Council's approval	On or before March 2027
Completion	December 31, 2027, or as proposed by the bidder

The RFP timetable is tentative only and may be changed by the Town at any time. For greater clarity, business days mean all the days that the Town is open for business.

2.2 Evaluation of Proposals & Award of Agreement

The Town will conduct the evaluation of Proposals and selection of a successful Proponent in accordance with the process detailed in this Section. Evaluation of Proposals will be by a Proposal Evaluation Committee. The Town's intent is to enter into an Agreement with the Proponent who has met all mandatory criteria and minimum scores, and who has the highest overall ranking based on the following evaluation process:

2.2.1 Compliance Review

Prior to the evaluation of Proposals, the Town will review each Proposal to determine if it complies with the submission instructions and mandatory requirements provided in this RFP. If, in the sole discretion of the Town, a Proposal does not materially comply with the requirements set out in this RFP and/or the Town determines that there is a material or perceived Conflict of Interest, the Proposal will be disqualified from further consideration.

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

Mandatory Criteria	
1	The Proposal must be received by submission deadline as noted in Timeline 2.1
2	The Proposal must be submitted in accordance with the requirements of Section 1.4 – Submission Instructions
3	Proposals must include the following completed forms: <ul style="list-style-type: none"> • Submission Form (Appendix A) • Pricing Tables (Appendix D) • Experience & References (Appendix E)

4	Proposals must include detailed pricing breakdown as per requirements listed in Appendix D - Pricing
---	--

2.2.2 Evaluation of Rated Criteria

Proposals that are deemed compliant will be further evaluated. The evaluation team will establish this criteria score using [Appendix C – Evaluation Criteria](#).

2.2.3 Interviews

At discretion of the Town there may be interviews conducted for the top three (3) scoring Proponents. Shortlisted proponents may be invited to present their Asset Management Program. Presentations will be conducted virtually through videoconference with screensharing.

The Town reserves the right to shortlist fewer than three (3) Proponents if the cumulative scores are not sufficient.

2.2.4 Selection of Highest Scoring Proponent

At the conclusion of the presentations, the Town’s evaluation team will rank Proponents according to their score and presentation. Subject to the expressed and implied rights of the Town, the highest scoring Proponent will be selected to enter into an Agreement.

If two (2) or more Proponents have an equal total weighted score, which is the highest score, those Proponents may be asked to submit a Best and Final Offer.

2.2.5 Contract Negotiation Process

Any negotiations will be subject to the process rules contained in the [Terms and Conditions of the RFP Process \(Part 3\)](#) and will not constitute a legally binding offer to enter into a contract on the part of the Town or the proponent, and there will be no legally binding relationship created with any proponent prior to the execution of a written agreement. Negotiations may include requests by the Town for supplementary information from the proponent to verify, clarify, or supplement the information provided in its proposal or to confirm the conclusions reached in the evaluation, and may include requests by the Town for improved pricing or performance terms from the proponent.

2.2.6 Time Period for Negotiations

The Town intends to conclude negotiations and finalize the agreement with the top-ranked Proponent during the Contract Negotiation Period, commencing from the date the Town invites the top-ranked Proponent to enter negotiations. A Proponent invited to enter into direct contract negotiations should therefore be prepared to satisfy the pre-conditions of award listed in [Appendix B of the RFP Particulars](#).

2.2.7 Failure to Enter into Agreement

If the pre-conditions of award listed in [Appendix B of the RFP Particulars](#) are not satisfied or if the parties cannot conclude negotiations and finalize the agreement for the Deliverables within the Contract Negotiation Period, the Town may discontinue negotiations with the top-ranked proponent and may

invite the next-best-ranked proponent to enter into negotiations. This process will continue until an agreement is finalized, or until the Town elects to cancel the RFP process.

Part 3 Terms and Conditions of the RFP Process

3.1 General Information and Instructions

3.1.1 Proponents to Follow Instructions

Proponents should structure their proposals in accordance with the instructions in this RFP. Where information is requested in this RFP, any response made in a proposal should reference the applicable section numbers of this RFP. A proponent who submits conditions, options, variations, or contingent statements either as part of its proposal or after receiving notice of selection, may be disqualified.

3.1.2 Proposals in English

All proposals are to be in English only.

3.1.3 No Incorporation by Reference

The entire content of the proponent's proposal should be submitted in a fixed format, and the content of websites or other external documents referred to in the proponent's proposal but not attached will not be considered to form part of its proposal.

3.1.4 Past Performance

In the evaluation process, the Town will assess the proponent's past performance and contact references provided in the submission package. Preference will be given to vendors that provide Canadian-based references (ideally, within British Columbia).

3.1.5 Information in RFP Only an Estimate

The Town and its advisers make no representation, warranty, or guarantee as to the accuracy of the information contained in this RFP or issued by way of addenda. Any quantities shown or data contained in this RFP or provided by way of addenda are estimates only and are for the sole purpose of indicating to proponents the general scale and scope of Deliverables. It is the proponent's responsibility to obtain all the information necessary to prepare a proposal in response to this RFP.

3.1.6 Proponents to Bear Their Own Costs

The proponent will bear all costs associated with or incurred in the preparation and presentation of its proposal, including, if applicable, costs incurred for interviews or demonstrations.

3.1.7 Proposal to be Retained by the Town

The Town will not return the proposal or any accompanying documentation submitted by a proponent.

3.2 Communication after Issuance of RFP

3.2.1 Proponents to Review RFP

Proponents should promptly examine all of the documents comprising this RFP and may direct questions or seek additional information in writing through the bidding system OR by email to the RFP Contact on or before the Deadline for Questions. No such communications are to be sent or initiated through any other means. The Town is under no obligation to provide additional information, and the Town is not responsible for any information provided by or obtained from any source other than the RFP Contact or the bidding system. It is the responsibility of the proponent to seek clarification on any matter it considers to be unclear. The Town is not responsible for any misunderstanding on the part of the proponent concerning this RFP or its process.

3.2.2 All New Information to Proponents by Way of Addenda

This RFP may be amended only by addendum in accordance with this section. If the Town, for any reason, determines that it is necessary to provide additional information relating to this RFP, such information will be communicated to all proponents by addendum. Each addendum forms an integral part of this RFP and may contain important information, including significant changes to this RFP. Proponents are responsible for obtaining all addenda issued by the Town.

3.2.3 Post-Deadline Addenda and Extension of Submission Deadline

If the Town determines that it is necessary to issue an addendum after the Deadline for Issuing Addenda, the Town may extend the Submission Deadline for a reasonable period of time.

3.2.4 Verify, Clarify, and Supplement

When evaluating proposals, the Town may request further information from the proponent or third parties in order to verify, clarify or supplement the information provided in the proponent's proposal. The Town may revisit, re-evaluate, and rescore the proponent's response or ranking on the basis of any such information.

3.3 Notification and Debriefing

3.3.1 Notification to Other Proponents

Once an agreement is executed by the Town and a proponent, the other proponents may be notified directly in writing of the outcome of the procurement process.

3.3.2 Proponent Not to Communicate with Media

Proponents must not at any time directly or indirectly communicate with the media in relation to this RFP or any agreement entered into pursuant to this RFP without first obtaining the written permission of the RFP Contact.

3.3.3 No Lobbying

Proponents must not, in relation to this RFP or the evaluation and selection process, engage directly or indirectly in any form of political or other lobbying whatsoever to influence the selection of the successful proponent(s).

3.3.4 Illegal or Unethical Conduct

Proponents must not engage in any illegal business practices, including activities such as bid-rigging, price-fixing, bribery, fraud, coercion, or collusion. Proponents must not engage in any unethical conduct, including lobbying, as described above, or other inappropriate communications; offering gifts to any employees, officers, agents, elected or appointed officials, or other representatives of the Town; deceitfulness; submitting proposals containing misrepresentations or other misleading or inaccurate information; or any other conduct that compromises or may be seen to compromise the competitive process provided for in this RFP.

3.3.5 Supplier Suspension

The Town may suspend a supplier from participating in its procurement processes for prescribed time periods based on past performance or based on inappropriate conduct, including but not limited to the following:

1. illegal or unethical conduct as described above;
2. the refusal of the supplier to honour its submitted pricing or other commitments;
3. engaging in litigious conduct, bringing frivolous or vexatious claims in connection with the Client's procurement processes or contracts, or engaging in conduct obstructive to a fair competitive process; or
4. any conduct, situation, or circumstance determined by the Town, in its sole and absolute discretion, to have constituted an undisclosed Conflict of Interest.

In advance of a decision to suspend a supplier, the Town will notify the supplier of the grounds for the suspension and the supplier will have an opportunity to respond within a timeframe stated in the notice. Any response received from the supplier within that timeframe will be considered by the Town in making its final decision.

3.4 Confidential Information

3.4.1 Confidential Information of the Town

All information provided by or obtained from the Town in any form in connection with this RFP either before or after the issuance of this RFP.

1. is the sole property of the Town and must be treated as confidential;
2. is not to be used for any purpose other than replying to this RFP and the performance of any subsequent contract for the Deliverables;
3. must not be disclosed without prior written authorization from the Town; and
4. must be returned by the proponent to the Town immediately upon the request of the Town.

3.4.2 Confidential Information of Proponent

A proponent should identify any information in its proposal or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by the Town. The confidentiality of such information will be maintained by the Town, except as otherwise required by law or by order of a court or tribunal. Proponents are advised that their proposals will, as necessary, be disclosed, on a confidential basis, to advisers retained by the Town to advise or assist with the RFP process, including the evaluation of proposals. If a proponent has any questions about the collection and use of personal information pursuant to this RFP, questions are to be submitted to the RFP Contact.

3.5 Procurement Process Non-Binding

3.5.1 No Contract A and No Claims

This procurement process is not intended to create and will not create a formal, legally binding bidding process and will instead be governed by the law applicable to direct commercial negotiations. For greater certainty and without limitation:

this RFP will not give rise to any Contract A–based tendering law duties or any other legal obligations arising out of any process contract or collateral contract; and neither the proponent nor the Town will have the right to make any claims (in contract, tort, or otherwise) against the other with respect to the award of a contract, failure to award a contract or failure to honour a proposal submitted in response to this RFP.

3.5.2 No Contract until Execution of Written Agreement

This RFP process is intended to identify prospective suppliers for the purposes of negotiating potential agreements. No legal relationship or obligation regarding the procurement of any good or service will be created between the proponent and the Town by this RFP process until the successful negotiation and execution of a written agreement for the acquisition of such goods and/or services.

3.5.3 Non-Binding Price Estimates

While the pricing information provided in proposals will be non-binding prior to the execution of a written agreement, such information will be assessed during the evaluation of the proposals and the ranking of the proponents. Any inaccurate, misleading, or incomplete information, including withdrawn or altered pricing, could adversely impact any such evaluation or ranking or the decision of the Town to enter into an agreement for Deliverables.

3.5.4 Cancellation

The Town may cancel or amend the RFP process without liability at any time.

3.5.5 Governing Law and Interpretation

These Terms and Conditions of the RFP Process (Part 3):

- are intended to be interpreted broadly and independently (with no particular provision intended to limit the scope of any other provision);

- are non-exhaustive and will not be construed as intending to limit the pre-existing rights of the parties to engage in pre-contractual discussions in accordance with the common law governing direct commercial negotiations; and
- are to be governed by and construed in accordance with the laws of the province of British Columbia and the federal laws of Canada applicable therein.

Part 4 RFP Particulars

4.1 Scope of Services

The Scope of Work described in this section is not intended to be limiting or exhaustive. The proponent should develop a detailed project methodology and identify additional project tasks necessary for the successful completion of the project.

The successful proponent will be responsible for developing an updated Asset Management Program for the Town of Comox.

As a general indication of scale, the Town's infrastructure portfolio includes roughly 30 major buildings, 200 km of roads, and about 100 km each of water, sewer, and drainage assets.

4.2 Asset Management Program Development:

The Asset Management Program must integrate with the implemented AM and TCA software (Citywide Assets) and provide a coordinated, organization-wide framework for managing all asset classes.

Key components of the Asset Management Program development include:

- Updated Asset Management Policy and Strategy: Revise existing policy and strategy to reflect current practices, clearly define roles and responsibilities, and provide a roadmap for advancing the Town's asset management maturity.
- Condition Assessment Protocols: Develop standardized guidelines and templates for consistent, reliable asset condition assessments.
- Data Governance and Asset/Data Management Procedures: Establish policies and procedures to maintain data integrity, security, and quality across the asset lifecycle.
- Lifecycle Modelling and Capital Forecasting: Create formal models to forecast asset replacement and maintenance needs, optimize budget allocation, and support long-term financial planning.
- Risk and Level of Service Frameworks: Define and implement methods to assess asset risk, criticality, and service performance to guide investment priorities.
- Asset Management Plan: Deliver a final AM Plan endorsed by Council, providing a structured framework for strategic, data-informed decision-making.
- Develop a concise annual asset management performance reporting framework, including key performance measures and indicators suitable for reporting to Council and the public.

The successful proponent shall work collaboratively with Town staff throughout the project, provide training and knowledge transfer as required, and ensure the resulting Asset Management Program is practical, sustainable, and fully implementable by the Town. The program must be configured to integrate with Citywide Assets to support ongoing reporting, analysis, and asset management activities without reliance on external consultants.

4.3 Vendor Requirements

- The Vendor shall demonstrate the ability to develop and support the Town’s Asset Management Program, including associated policy, strategy, lifecycle modelling, risk framework, and levels of service methodologies.
- Preference may be given to Vendors that are Canadian-based and demonstrate experience working with Canadian municipalities.
- The Vendor shall provide a detailed project plan that clearly outlines the project objectives, scope, methodology, deliverables, timelines, and key milestones.
- The Vendor shall provide a detailed Project Team structure, including the names, roles, responsibilities, qualifications, and availability of key personnel.
- The Vendor shall provide references for successful municipal asset management projects completed within Canada, with preference given to projects completed for local governments within British Columbia.

4.4 Program Development Support and Knowledge Transfer Requirements

The Town of Comox requires the successful proponent to provide program development support and knowledge transfer services to ensure the successful establishment, adoption, and long-term sustainability of the Asset Management Program. The proponent shall take a practical and collaborative approach that builds organizational capacity and supports the integration of asset management practices into the Town’s ongoing planning and decision-making processes.

The proponent shall clearly identify all Town staff resource requirements, including anticipated time commitments for meetings, workshops, reviews, data validation, and other project activities. Proponents are expected to minimize demands on staff resources where practical while ensuring meaningful engagement throughout the project.

4.4.1 Program Development and Integration

The proponent shall:

- Work collaboratively with Town staff to develop an Asset Management Program that aligns with the Town’s strategic objectives, business processes, and organizational practices.
- Develop a roadmap, including governance structures, roles, and responsibilities, to support ongoing program delivery and advancement of the Town’s asset management maturity.
- Recommend performance measures and review processes to ensure the program remains practical, sustainable, and supports continuous improvement.

4.4.2 Training and Knowledge Transfer

The proponent shall:

- Deliver training and workshops to support staff understanding and application of the Asset Management Program.
- Provide documentation, templates, procedures, and guidance materials to support ongoing program administration.
- Transfer knowledge and build internal capacity to enable Town staff to maintain, enhance, and continuously improve the Asset Management Program following project completion.
- Ensure the Town can independently administer and advance its Asset Management Program without ongoing reliance on external consultants.

Part 5 Methodology and Work Plan

Proponents shall outline a clear, practical methodology and work plan for delivering the Asset Management Program. The proposed approach should demonstrate an understanding of municipal asset management best practices and be tailored to the Town's size, capacity, and maturity level.

The methodology should include:

- A phased approach with clearly defined tasks, deliverables, and milestones;
- Collaborative engagement with Town staff and key stakeholders throughout the project;
- Alignment with recognized asset management standards and frameworks;
- Integration of existing data, systems, and policies; and
- A focus on building internal capacity and long-term program sustainability.

The work plan should clearly identify timelines, responsibilities, and dependencies, and include a realistic project schedule that supports timely completion of all deliverables.

5.1 Timelines and Scheduling

Proponents shall provide a detailed project schedule outlining key phases, tasks, milestones, and deliverables. The schedule should demonstrate a realistic and achievable timeline for completing all components of the Asset Management Program.

The proposed schedule should:

- Identify major project phases and decision points;
- Include key review and approval milestones, including staff and Council engagement;
- Clearly define start and completion dates for each phase; and
- Highlight any assumptions, dependencies, or risks that may affect timelines.
- The Town prefers a structured, phased approach that allows for regular progress reviews and timely adjustments as required.

Part 6 Mandatory Requirements

- **Submission Form (Appendix A)**
- **Pricing Tables (Appendix D)**
- **Experience & References (Appendix E)**
- **Sample(s) of similar work performed for another municipality either as an attachment to this RFP or provide a link to the documents**

Appendix A – Submission Form

See Appendix A

Appendix B – Pre-Conditions of Award

The proponent will be required to supply:

A valid copy of a current WorkSafeBC (WCB) clearance letter with the contract and with each invoice submitted for payment. A current dated letter of exemption from WCB is required if you are not participating in the WCB program, notwithstanding acknowledgement that sole proprietors/independent contractors are not by their nature WCB participants.

A valid certificate of insurance with coverage not less than Two (2) Million dollars from an insurance company legally capable of carrying on business within the province of British Columbia and, names the Town as an additional insured with cross liability, and provides a minimum 30 days' notice of any changes to the policy.

Both WCB and Insurance documentation MUST indicate coverage for the type of work being requested in this competition and carried out in the resulting agreement.

Appendix C- Evaluation Criteria

The following sets out the categories, weightings, and descriptions of the rated criteria of the RFP. Proponents who do not meet a minimum threshold score for a category will not proceed to the next stage of the evaluation process.

Score		Description
10	Excellent	High level of detail. Well-supported claims. Exceeds the requirement of the criteria significantly in a way that is beneficial to the Town's needs.
9	Very Good	Exceeds the requirement of the criteria in a way that is somewhat beneficial to the Town's needs. Well-supported claims.
8	Good	Meets or exceeds expectations of the requirement of the criteria in a way that is beneficial to the Town's needs. Adequate level of detail to support claims.

7	Average	Average level of Detail. Strongly fits or meets the requirement of the criteria but does not exceed any expectations.
6	Partially	Partially fills desired attributes. Meets the base line requirements of the criterion as requested. May be lacking in some areas which are not critical
5	Minimal	Partially meets expectations. Minimum acceptable level of criterion- Mostly complete response and detail but may be lacking in non-critical areas
4	Marginal	Mostly Complete. Lacks in critical areas- Addresses most but not all requirements of criterion. Poor level of detail in response. Unsupported claims.
3	Poor	Poor level of Detail. Requirements addressed but do not align with the Town's direction. Missing and/or mismatched attributes.
2	Very Poor	Missing or mismatched attributes. Minimally addresses some, but not all, of the requirements of the criteria; lacking in critical areas. Poor level of detail in response.
1	Very poor to unsatisfactory	Does not meet expectations. Minimally addresses requirements and lacks in critical areas. Incomplete response, poor level of detail, unsupported claims.
0	Unsatisfactory	Incomplete Response. Does not satisfy the requirements of the criteria in any manner.

#	Category	Weighting (%)
1	Corporate	25
2	Asset Management Methodology and Deliverables	25
3	Financial	25
4	Training, Knowledge Transfer, and Capacity Building	25
	Total Points	100

The criteria for evaluation of the Proposal may include, but is not limited to:

Corporate

- Proponent’s qualifications, experience, and demonstrated performance providing services of similar size, scope and complexity. Canadian-based companies will be given preference.
- Recent demonstrated successful municipal experience. Only Canadian examples will be accepted, and preference will be given to examples within British Columbia.
- Qualified and experienced project Team and demonstrated back up support.

Asset Management Methodology and Deliverables

- Approach to developing and integrating key Asset Management Program components, including policy, strategy, lifecycle planning, risk management, levels of service, condition assessment, data governance, and financial planning.
- Ability to leverage existing asset data, business processes, and the Town's Citywide Assets platform to support long-term program sustainability.

- Quality, clarity, and usefulness of the proposed deliverables, including their ability to support ongoing program administration, continuous improvement, and informed decision-making by Town staff and Council.

Financial

- Total proposed cost and overall value to the Town, including the reasonableness of pricing relative to the proposed scope, methodology, and deliverables.
- Clarity, completeness, and transparency of the financial proposal, including identification of all fees, assumptions, optional services, and anticipated expenses.

Training Knowledge Transfer, and Capacity Building

- Approach to providing training and knowledge transfer that supports staff understanding, adoption, and application of the Asset Management Program.
- Ability to build internal capacity and equip Town staff to independently maintain, update, and advance the Asset Management Program.
- Quality and completeness of proposed training materials, documentation, templates, and guidance resources.

Appendix D – Pricing

Prices shall be all-inclusive and stated in (Canadian Funds). Prices shall remain firm for the completion of the Services.

Prices shall include the provision of all tools, material, equipment, labour, transportation, fuel, supervision, management, overhead, material, traffic control, services, all necessary packaging and crating (where applicable), Canadian Customs import and export duties, freight, handling, transportation, insurance, all other associated or related charges, foreign, federal, provincial and municipal tax, bonding costs, all licenses, permits, inspections and all other requirements necessary for the commencement, performance and completion of Services as described.

Taxes are to be shown separately at the time of invoicing.

The lowest price of any Proposal will not necessarily be accepted but will be analyzed to determine best overall value.

All Proposals should include the following Pricing Forms.

Pricing entered in the tables below shall be on the following basis:

- a) All Prices are to in Canadian (CAD) and inclusive of all applicable duties and taxes, except GST and applicable PST, which shall be itemized separately where indicated. The prices are to be all-inclusive and include for all labour, material, supplies, site visits, travel, overheads, profit, insurance, expenses, disbursements, and all other costs and fees necessary to deliver the Deliverables

- b) The Fixed Cost prices are firm not-to-exceed prices. The Deliverables are to be completed for the price submitted. The Supplier will not be compensated above the Fixed Cost prices if they find that the work requires more effort than they had planned for when they prepared their Proposal

Implementation Period Milestone	Fixed Cost (CAD)
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
Subtotal	
GST	
PST (if applicable per BC Ministry of Finance)	
Total Implementation Period Milestone Costs	

Appendix E – Experience & References

Each proponent should demonstrate successful delivery of outcomes providing, at minimum, the following in its proposal:

- a) A brief description of the proponent.
- b) Provide the professional qualifications, including resumes, of the team lead and members who will be supporting the project. Please also include project organization chart.
- c) Each proponent is requested to provide three (3) references from clients who have obtained goods and services similar to those requested in this competition from the proponent in the last five (5) years. References must follow the format outlined below
- d) References other than those provided, including experiences the Town has had with the proponent, may be considered in the evaluation.

Complete the following form for each project that demonstrates the Proponent organization’s experience described above. Proposals should include a minimum of three (3) and maximum of five (5) projects. If more than five (5) projects are provided, the Town will only consider the first five (5) when evaluating experience and references. Only include those projects for which implementation was completed within the past five (5) years (as of the Closing Date and Time of this RFP), as scores will be negatively impacted if the implementation was completed prior to this date.

Proponents should note that the Town may contact the client to provide a reference on the experience listed and may amend scoring in the evaluation based on the client’s feedback. Positive references will impact scoring positively, and poor or negative references will impact scoring negatively and may be grounds for rejection of a Proposal.

Additionally, the Town may consider information regarding the integrity and reliability of a Proponents services from parties other than those provided in a Proponent’s proposal, including the Towns own experience with the Proponent.

Project #1	
Client Name:	
Project Title:	
Contact Name:	
Contact Phone Number:	
Contact Email:	
Dates Work Undertaken:	
In the space below, describe in detail how the project met the criteria listed in this RFP. Be specific, as generic responses are unlikely to score well.	

Project #2	
Client Name:	
Project Title:	
Contact Name:	
Contact Phone Number:	
Contact Email:	
Dates Work Undertaken:	
In the space below, describe in detail how the project met the criteria listed in this RFP. Be specific, as generic responses are unlikely to score well.	

--

Project #3	
Client Name:	
Project Title:	
Contact Name:	
Contact Phone Number:	
Contact Email:	
Dates Work Undertaken:	
In the space below, describe in detail how the project met the criteria listed in this RFP. Be specific, as generic responses are unlikely to score well.	

Project #4 (Optional)	
Client Name:	
Project Title:	
Contact Name:	
Contact Phone Number:	
Contact Email:	
Dates Work Undertaken:	
In the space below, describe in detail how the project met the criteria listed in this RFP. Be specific, as generic responses are unlikely to score well.	

Project #5 (Optional)	
Client Name:	
Project Title:	
Contact Name:	
Contact Phone Number:	
Contact Email:	
Dates Work Undertaken:	
In the space below, describe in detail how the project met the criteria listed in this RFP. Be specific, as generic responses are unlikely to score well.	