



## **CORPORATION OF THE TOWNSHIP OF CARLOW/MAYO**

3987 Boulter Road, Boulter, ON K0L 1G0

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[www.carlowmayo.ca](http://www.carlowmayo.ca)

Monday to Thursday 9:00 a.m. to 5:00 p.m.

### **REQUEST FOR PROPOSAL ASSET MANAGEMENT PLAN**

The Township of Carlow/Mayo is a rural municipality in the northern portion of Hastings County in Eastern Ontario with a population of less than 1000 and served by Highway 28. The Township is currently accepting proposals to assist with reforming the Township of Carlow/Mayo Asset Management Plan to be in compliance with O.Reg. 588/17 (as amended by O.Reg. 193/21).

The project will develop and deliver an Asset Management Plan compliant with the Provincial requirements as set out under the Municipal Infrastructure Investment Initiative and include the activities, methods and data standards as prescribed in O.Reg. 588/17 (as amended by O. Reg. 193/21). To comply with the mandated requirements up to and including the year 2025. These would include;

- 1) Infrastructure Asset Inventory
  - a. Asset types and quantity
  - b. Replacement cost valuation
  - c. Average age of the assets of each category
  - d. Asset condition; including description of approach used to determine conditions
- 2) Levels of Service
  - a. Current levels of service, relating to data from two years prior
  - b. Proposed levels of service, 10-year span, describing why the proposed level of service is appropriate
  - c. Metrics of core infrastructure assets; qualitative and quantitative description of levels of service of the assets. Establish metrics for non-core assets
- 3) Lifecycle Management and Financial Strategy
  - a. Lifecycle activities to undertake for each asset category for the next 10 years to provide proposed level of service. Including entire lifecycle and associated costs related to the assets, the risks, and the financial viability of the options

The successful respondent will provide a hard and electronic copy of the final document as well as an excel file that can be extracted and uploaded to our asset management software.

The Township intends to use the completed Asset Management Plan to provide information for capital replacement decisions and proactive maintenance to extend the life of assets. Emphasis should be placed on the asset condition, sustainability analysis with asset replacement priority ranking, capital expenditure and re-capitalization plan and strategic plan for asset sustainability.

The Township of Carlow/Mayo will not be responsible for compensating for additional work without prior authorization being obtained from the Township.

The Township of Carlow/Mayo will provide access to the municipal Strategic Asset Management Plan 2019, the Tangible Capital Assets data including the Capital Asset Policy, 2021 Road Needs Study, 2023 Detailed Visual Bridge Inspection Report and provide information as far as practicable on roads, bridges, equipment and municipal buildings.

Any interested parties should contact the Township of Carlow/Mayo to provide contact information for any addendums to the project which will be posted on the municipal website [www.carlowmayo.ca](http://www.carlowmayo.ca)

The proposal shall contain at least, but not limited to, the following:

- a) a work chart or schedule indicating the timing of the major tasks or milestones
- b) choices in methodologies for various aspects of the study and the methodology selected
- c) evidence of experience in such work; highlighting experience in a similar project
- d) identify the project manager and staff – outlining the qualifications of the personnel
- e) maximum total cost of the project – itemized and showing applicable taxes separately
- f) cover sheet – the proposal must be returned with the attached RFP cover sheet completed by the respondent

Submissions to be clearly marked 'RFP-AMP' and acceptable options for submissions are in a sealed envelope, fax or email, will be received by the undersigned until 12:00 p.m. Wednesday, December 6, 2023.

Submissions will be reviewed at the council meeting scheduled for Tuesday, December 12, 2023 with a project commencement as soon as possible based upon mutual agreement of the parties.

Kayla Weichenthal  
Treasurer/Deputy Clerk  
Township of Carlow/Mayo  
3987 Boulter Road  
Boulter, ON  
K0L 1G0

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Fax: (613) 332-2175  
Email: [treasurer@carlowmayo.ca](mailto:treasurer@carlowmayo.ca)

The Township of Carlow/Mayo reserves the right to accept or reject any proposal. The lowest or any quotation is not necessarily accepted. Please contact the above for further information.

