



**REQUEST FOR EXPRESSION OF INTEREST**

**RFEOI 2020 - 3**  
October 27, 2020

**Asset Management and Mapping System**

City of Duncan, Finance Department  
**Attention: Bernice Crossman, Director of Finance**  
200 Craig Street  
Duncan, BC V9L 1W3

**Submission Deadline: 4:00 p.m. (Local Time) November 30, 2020**

## **REQUEST FOR EXPRESSION OF INTEREST**

### **PROGRAM TITLE: ASSET MANAGEMENT AND MAPPING SYSTEM**

#### **1.0 - INTRODUCTION**

##### **1.1 PURPOSE**

The City of Duncan is requesting interested vendors to provide information on their software for the provision of asset management and mapping system. The system will be used for tracking and budgeting asset replacement, long and short range budgeting, general and specific mapping, work orders and asset maintenance, and regular and custom reporting. The City is not currently soliciting price quotations on the proposed system. The goal is to identify vendors who are interested in providing a software solution, and what that solution consists of.

##### **1.2 BACKGROUND**

The City of Duncan (CoD) provides local government services to approximately 5,000 people and operates a wide variety of facilities and functions. The CoD owns many tangible capital assets such as land, buildings, roads, sidewalks, streetlights, water infrastructure, sewer infrastructure, tools, equipment, vehicles, office furniture, among others. The CoD currently uses CityWide and Excel to perform asset management, amortization, and budgeting functions; Autodesk, FME, Excel, and Microsoft Access for geodatabase management; Google Earth and other Google products for general viewing and reporting mapping features. Currently the CoD does not supply a public portal or web mapping feature.

#### **2.0 - INSTRUCTIONS TO PROPONENTS**

##### **2.1 SUBMISSION OF EXPRESSION OF INTEREST**

The Expression of Interest should be clearly marked with the name and address of the Proponent and the RFEOL program title. Submissions may be made by email or regular mail or dropped off at City Hall.

**Bernice Crossman, Director of Finance**  
**City of Duncan**  
**200 Craig Street**  
**Duncan, BC V9L 1W3**  
**Office No.: 250-746-6126**  
**Email: [bernice@duncan.ca](mailto:bernice@duncan.ca)**

Expression of Interest must be received on or before the **Closing Time** of:

**TIME: 4:00 p.m. (Local Time)**  
**DATE: November 30, 2020**

## **2.2 INQUIRIES**

Inquiries should be sent by email to:

Chris Desautels, Engineering Technologist  
Email: chris@duncan.ca

## **3.0 – GENERAL TERMS**

### **3.1 EXPRESSION OF INTEREST PREPARATION COSTS**

All expenses incurred by the Proponent in preparation and submission of this Expression of Interest are to be borne by the Proponent, with the express understanding that no claims for reimbursements against CoD will be accepted.

### **3.2 EXPRESSION OF INTEREST EVALUATION**

CoD, at its sole discretion, reserves the right to:

- Reject any or all Expression of Interest whether complete or not;
- Reject any Expression of Interest it considers not in its best interests;
- Waive any minor irregularity or insufficiency in the Expression of Interest submitted;
- Not be liable for misunderstandings or errors in the Request for Expression of Interest;
- Issue addenda to the Request for Expression of Interest;
- Contact references provided by the Proponents;
- Retain independent persons or contractors for assistance in evaluating Expression of Interest;
- Request points of clarification to assist CoD in evaluating the Expression of Interest; and
- Withdraw the Request for Expression of Interest.

### **3.3 EXPRESSION OF INTEREST PRESENTATION**

CoD reserves the right to request one or more of the Proponents whose submissions are of particular interest to CoD, to make oral presentations to CoD.

### **3.4 EXPRESSION OF INTEREST CONFIDENTIALITY AND PROPRIETARY INFORMATION**

All submissions become the property of CoD and will not be returned to the Proponent. CoD will consider all Expression of Interest submitted as confidential but reserves the right to make copies of all Expression of Interest received for its internal review and for review by its financial, accounting, legal, and technical consultants.

Proponents should be aware that CoD is a “public body” as defined in and subject to the provisions of the *Freedom of Information and Protection of Privacy Act*.

If the Proponent believes any of the information requested in this RFEOI and provided by them is confidential, then they should identify it as such and provide a rationale as to why it should not be released under the *Freedom of Information and Protection of Privacy Act*.

The rationale for keeping information confidential under this legislation includes:

- a) Trade secrets of the Proponent;
- b) Financial, commercial, scientific, or technical information, the disclosure of which could reasonably be expected to result in material financial loss or gain or could reasonably be expected to prejudice the competitive position of the Proponent; or
- c) Information the disclosure of which could be reasonably expected to interfere with contractual or other negotiations of the Proponent.

### **3.5 CONFLICT OF INTEREST**

A Proponent shall disclose in its Expression of Interest any actual or potential conflicts of interest and existing business relationships it may have with CoD, its elected or appointed officials or employees, any property ownership direct or indirect in the jurisdiction. CoD may rely on such disclosure.

### **3.6 NO CONTRACT**

This RFEOI is not a tender and does not commit CoD in any way to select a preferred Proponent. By submitting an Expression of Interest and participating in the process as outlined in this RFEOI, Proponents expressly agree that no contractual, tort or other legal obligation of any kind is formed under or imposed on CoD by this RFEOI or submissions.

## **4.0 - REQUIREMENTS**

### **4.1 POSSIBLE FEATURES INCLUDED IN SYSTEM**

Please comment on the availability of the following functionality in the proposed system:

- Asset Management
  - Must include asset life cycle projections, lifetime costing, and expected/measured condition
  - Ability to include Capacity information as a data field
  - Ability to incorporate Asset Maintenance Tracking
  - Tabular and PDF Reporting with “roll-up”
  - Dashboard/landing screen of user relevant Data
- Public Sector Account Board (PSAB) 3150 and depreciation compliance
  - Tabular and PDF Reporting
  - Property, Plant and Equipment continuity schedules and tracking
  - Depreciation calculation and exporting

- Public/Staff Online Web-map
  - User friendly and intuitive UI
  - User Control and permissions (ability to assign user to group)
  - Branding, custom landing screens, MOTDs, disclaimers and EULA
  - Large suite of “baked in” styling but also the ability to import/create custom styles (must support transparency)
  - Ability to handle large data sets such as Ortho Photos
  - Ability to add new data or relation tables in-house and without incurring additional fees
  - Buffer to generate address list
  - Quality Map Print
  - Query Feature by Buffer
  - Utilities "Affected Properties" Tool
  - Complex or Custom Queries
  - Attribute filter
  - Legend / Bar Scale
  - Measure tools (incl area)
  - Draw / Drafting Tool
  - Identify Tool
  - Image / Plan Overlay Tool
  - Data overlay/connect tool
  - Notification / Event Tool
    - Select predefined mail out group
    - User created/stored geofence
  - Google Street View (or alternate) incorporation
- Automated BC1Call Responses
- Ability to connect to and modify any data with AutoCAD Map3D and Civil 3D

#### **4.2 VENDOR REQUIREMENTS**

Please comment on the vendor’s ability to perform the following tasks:

- Apply for Federation of Canadian Municipalities’ Municipal Asset Management Program grant funding
- Provide Information Technology (IT) Support
- Provide Transition Support