

Township of Rideau Lakes

O. Reg 588/17 Compliant 2025 Asset Management Plan, Proposed Levels of Service

Project Proposal

Date: October 2, 2024

Submitted By:

PSD Citywide Inc.

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Contact List

Township of Rideau Lakes ("Client")

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Project Deliverables

The purpose of this project is to develop and deliver a 2025 O.Reg 588/17 compliant Asset Management Plan for the Client. The project will be delivered as follows:

- 2025 Proposed Levels of Service and 2025 O.Reg 588/17 compliant Asset Management Plan

Project Scope

The following table identifies the asset categories that will be included within the project scope:

| Asset Categories | AMP 2025 Scope |
|----------------------------------|-----------------------|
| Bridges & Culverts | Yes |
| Road Network | Yes |
| Sanitary Network | Yes |
| Stormwater Network | Yes |
| Water Network | Yes |
| Facilities | Yes |
| Land Improvements/Parks | Yes |
| Machinery & Equipment | Yes |
| Vehicles | Yes |

2025 AMP Project Scope

| Topic | Scope | Description of Work |
|---|---|--|
| Community Engagement | ✓ Community Survey and Analysis | <ul style="list-style-type: none"> A tailored community engagement survey will be provided for the municipality to administer. Survey results (if available) documented and used for consideration when defining proposed LoS |
| Departmental Engagement | ✓ Internal Engagement and Analysis | <ul style="list-style-type: none"> A tailored questionnaire will be provided to document internal stakeholder analysis for each independent department. Workshop to review stakeholder feedback |
| Proposed Levels of Service | ✓ Identifying proposed LoS | <ul style="list-style-type: none"> Recommended changes to LoS based on stakeholder feedback (if available) will be reviewed with internal staff. Prioritization and selection of changes to LoS (if applicable) Establish timelines for achieving LOS |
| | ✓ Evaluation of Current Lifecycle Programs | <ul style="list-style-type: none"> Compare current lifecycle programs with proposed changes to LoS (if applicable) Review and analysis of historical use of funding and budget allocations. Where appropriate, discuss changes to lifecycle programs |
| | ✓ Develop Proposed LoS | <ul style="list-style-type: none"> Define proposed LoS and lifecycle strategies for each applicable asset category aligned with measurable KPIs as defined in levels of service technical metrics. Compare 3 Levels of Service Scenarios: Decrease, Maintain, Increase (if applicable) |
| 2025 10yr Financial Strategy | ✓ 10yr financial strategy to meet proposed LoS requirements | <ul style="list-style-type: none"> Development of a 10yr financial strategy to meet proposed levels of service lifecycle requirements |
| Aggregated Asset Management Plan | ✓ AMP Draft | <ul style="list-style-type: none"> AMP draft will be developed, consolidating the 2025 proposed LoS, the 10yr financial plan, and the 2024 Asset Management Plan Client will be provided opportunity to thoroughly review the draft and provide comprehensive feedback |
| | ✓ AMP Final Draft | <ul style="list-style-type: none"> AMP final draft will incorporate client feedback, revisions and/or omissions which will be delivered as a final AMP document |

Value Added Services

The following table itemizes additional services added not within scope of the 2025 O.Reg 588/17 compliant Asset Management Plan as defined above:

| Topic | Scope | Description of Work | Budget |
|---------------------------|-------------------------|---|---------|
| AODA | ✓ AODA Document Service | <ul style="list-style-type: none"> Review and produce an AODA compliant document for website publication. \$3,000 up to 150 pages Over 150 pages additional charges per page will apply. | \$3,000 |
| Council Engagement | ✓ Engagement Survey | <ul style="list-style-type: none"> A tailored council engagement survey will be provided for the municipality to administer. Survey results will be documented and used for consideration when defining proposed LoS | TBD |
| | ✓ Council Workshop | <ul style="list-style-type: none"> Workshop to review council and community feedback | TBD |

Project Schedule

The estimated duration of the project is **12 months**. The detailed project schedule and Gantt chart will be supplied after the kick-off meeting and will be reviewed and approved. The duration of the project is dependent on multiple factors including client availability as well as data activities. Note that Client time and resources will be required regularly throughout the project. It is expected that the Client will provide data and additional inputs for each stage as well as review and provide feedback on the deliverable for each stage.

Project Communication

Clear and efficient communication between the Client and PSD is vital to project success. In the kick-off meeting, the main point of contact for PSD and the Client will be decided upon and the Client will be introduced to PSD's Project Management Tool, Kantata, in which clients can have access to view the progress of the project. All high-level client communications, including project progress updates, scheduling future meetings/workshops and sending of data should be done between these individuals unless stated otherwise throughout the project. In addition, every two weeks starting with the kick-off meeting, the PSD Project Manager will provide a project status update that includes progress of tasks completed to date and the timelines and milestones of activities moving forward. Alternatively, the client can check project progress, statuses, and updates through Kantata.

PSD Citywide project management effort is influenced by the duration of the project. Deviations from the project duration proposed may result in additional costs.

Project Budget

| Professional Services | |
|--|--------------------|
| Service | Amount |
| O. Reg 588/17 2025 Compliant Asset Management Plan | \$36,450.00 |
| O. Reg 588/17 Proposed Levels of Service with the 10-year financial plan to support the lifecycle requirements to meet proposed levels of service targets. | \$18,400.00 |
| Total Professional Services | \$54,950.00 |