



Request for Proposals (RFP)

For the Development of an Asset Management Plan

Rural Municipality of Pipestone	
RFP No.:	RFP 2026-02
Date of Issue:	May 29, 2026
Closing Date:	June 26, 2026, at 4:00 p.m. Central Time

1. Introduction

The Rural Municipality (RM) of Pipestone invites proposals from qualified consulting firms (“the Proponent”) with expertise in municipal infrastructure asset management to develop a comprehensive **Asset Management Plan (AMP)** in accordance with the requirements and guidelines prescribed by the Province of Manitoba.

The purpose of this RFP is to retain a consultant to lead the RM of Pipestone through the process of developing a practical, sustainable, and compliant AMP, including the tools, framework, training, and documentation required to support informed infrastructure investment decisions.

2. Background Information

The RM of Pipestone is located in southwestern Manitoba and manages various municipal infrastructure assets, including transportation networks, heavy equipment, water and wastewater infrastructure, drainage systems, recreation facilities, and municipal buildings.

The Municipality recognizes the importance of asset management in maintaining service levels, optimizing lifecycle costs, and ensuring long-term financial sustainability. The RM seeks support to:

- Establish an asset inventory aligned with best practices;
- Assess asset condition and performance;
- Develop lifecycle management and risk strategies;
- Create an implementable Asset Management Plan.

3. Project Objectives

The key objectives of this initiative are:

- To develop a compliant and practical Asset Management Plan consistent with **Manitoba Municipal Asset Management Program (MAMP)** guidelines and the **ISO 55000** framework;
- To enable data-driven decision-making for infrastructure investments;
- To build internal capacity and provide staff training for long-term AMP maintenance.

4. Scope of Work

The selected consultant will be responsible for:

1. **Asset Inventory and Data Review**
 - Review and compile existing asset data, reports, GIS systems, and condition assessments.
 - **Asset Identification:** Determining exactly what infrastructure the municipality owns (e.g., roads, water networks, and facilities).
 - Identify data gaps and recommend data collection improvements.
2. **Condition Assessment and Risk Analysis**
 - **Data Collection & Attributes:** Documenting vital details for each asset segment, including physical location, age, material, historical maintenance, and current replacement value.
 - Develop a condition assessment framework suitable for the RM's resources.
 - Assess asset criticality and establish risk management processes.
3. **Lifecycle Management and Financial Strategy**
 - Develop lifecycle costing models.
 - Integrate AMP outcomes into the RM's financial planning and budgeting processes.
4. **Service Levels and Performance Metrics**
 - Assist in defining levels of service (LOS) for key asset classes.
 - Propose performance indicators for monitoring and reporting.
5. **Asset Management Policy and Roadmap**
 - Draft or update the RM's Asset Management Policy and Strategy.
 - Develop an AMP Roadmap outlining short-, medium-, and long-term implementation actions.

6. Capacity Building

- Provide staff training and workshops.
- Deliver templates and tools to support AMP updates.

7. Final Deliverables

- Comprehensive Asset Management Plan (*digital and hard copy*) in a format acceptable to the Municipality
 - Executive summary for Administration and Council
 - Presentation to Council and/or public session
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5. Deliverables and Timelines¹

Deliverable	Deadline
Project Commencement	June 30, 2026
Data Review and Inventory	Sept 2026
Draft AMP	November 2026
Final AMP and Presentation	February 2027

1. Note that these are estimated dates and the actual start date may change.
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6. Proposal Requirements

Proposals shall include the following:

1. Corporate Profile and Experience

- Overview of firm, years in business, and relevant expertise in municipal asset management.
- Description of comparable projects completed in Manitoba or similar jurisdictions.

2. Project Team

- Key personnel, roles, and relevant qualifications.
- Identification of project manager and subcontractors, if any.

3. Approach and Methodology

- Detailed description of the proposed approach, methodologies, and tools/software.
- Understanding of the RM's context and priorities.

4. Work Plan and Schedule

- Detailed work plan outlining tasks, responsibilities, and timeline.

5. Budget and Fees

- Fixed price quotation with breakdown by task.

- Include disbursements and taxes separately.
- 6. References**
- Minimum of three (3) municipal references for related work.
- 7. Information Meeting**
- The Municipality intends to hold a virtual information meeting for all proponents and interested parties on June 18, 2026, at 10:00 a.m.

7. Evaluation Criteria

Proposals will be evaluated based on the following weighting:

Evaluation Criterion	Weight (%)
Cost Proposal	25%
Relevant Experience and Qualifications	20%
Understanding of Project and Methodology	20%
Quality of Work Plan and Schedule	20%
Local Knowledge / Value Add	15%

8. Mandatory Clauses Required by Province of Manitoba

The following clauses, required under the **Manitoba Municipal Relations Funding Agreement and Procurement Framework**, shall apply:

(a) Compliance with Municipal Procurement Guidelines

The procurement process will comply with the *Municipal Act (C.C.S.M. c. M225)* and the *Manitoba Municipal Procurement Guidelines*.

(b) Conflict of Interest

The Proponent must disclose any actual or potential conflict of interest. The RM reserves the right to disqualify any proposal if, in its opinion, a conflict exists.

(c) Freedom of Information and Protection of Privacy Act (FIPPA)

All proposal documents submitted become the property of the RM and are subject to disclosure under FIPPA.

(d) Insurance and WSIB Requirements

The successful Proponent must provide proof of:

- Comprehensive General Liability insurance (minimum \$2 million per incident);
- Professional Liability insurance (minimum \$1 million);
- Workers Compensation coverage as per Manitoba law.

(e) Indemnification

The Proponent shall indemnify and hold harmless the RM from and against all claims, losses, damages, and expenses arising out of the performance of the work.

(f) Right to Reject

The RM reserves the right to reject any or all proposals, to waive irregularities, and to accept any proposal deemed in the best interest of the Municipality.

(g) Funding Acknowledgement

This project may be funded in part under the **Manitoba Municipal Asset Management Program (MMAMP)**. All deliverables must meet the reporting and deliverable standards established by the Province as well as the

9. Submission Instructions

Closing Date and Time: June 26, 2026 by 5:00pm

Submission: Electronic or sealed hard copy submissions shall be delivered to:

Rural Municipality of Pipestone

Attention: **Ally Volk, ACAO**

Box 99

Reston, MB R0M 1X0

Email: acac@rmofpipestone.com

Subject Line: “RFP for Asset Management Plan Development”

Late submissions will not be accepted.

10. Contact for Inquiries

All inquiries shall be directed in writing to:

Rural Municipality of Pipestone
PO Box 99
Reston, MB R0M 1X0

Email: *acao@rmofpipestone.com*
Phone: 204. 877. 3327

Questions will be accepted until June 19, 2026

11. Proposal Validity

Proposals must remain valid for a minimum of **60 days** following the closing date.

12. Acceptance of Terms

Submission of a proposal indicates that the Proponent has read and fully understands the terms, conditions, and requirements of this RFP.

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