



25 June 2021
Dharmen Dhaliah
Senior Manager
Climate Change & Asset Management
Town of Halton Hills

Dear Dharmen,

RE: Request for Proposal – Asset Management (AM) Staff Augmentation

On behalf of SLBC INC. (SLBC), we are pleased to submit a proposal for staff augmentation to support the Town of Halton Hills (the Town) with the ongoing development and implementation of its asset management program.

Our proposed staff augmentation resourcing strategy provides various benefits for the Town including:

- I. Flexible access to an AM resource(s) for up to 35 hours per week or as needed.
- II. Access to a wide variety of tools, templates, and processes SLBC has developed for over many years working with municipal clients, like the Town, across Canada.
- III. Resource(s) that have worked with the Town, have relationships with your staff and understand your corporate AM program and framework – and therefore can hit the ground running.
- IV. Access to SLBC's wider team, which brings over 150 years of collective AM experience, to provide support / guidance on work packages as required.

We've worked with many municipal clients, like the town, who have realized the benefits above. Currently, our team is supporting the following clients with a staff augmentation resourcing strategy:

Region of Peel | Enterprise Asset Management Program Support

University of Ottawa | Enterprise Asset Management Program Development (Strategy, Framework and Policy)

Region of Halton | Maintenance Management – SAP Criticality Assessment

City of Kitchener | AM Strategy, Benchmarking and Capital Planning Processes



Proposed Resource

Our proposed resource is Akeel Ali. A summary of Akeel's professional experience and qualifications is provided below. Akeel's resume is also attached for reference.

Summary of Experience | For over five (5) years, Akeel has worked with municipal/private sector clients to complete AM assignments in Ontario, British Columbia, Saskatchewan, Alberta, and Quebec. These initiatives and projects include the development of: AM Plans, AM Strategies, Risk Management Strategies, AM Policies, AM Governance Models, Maintenance Management Plans, AM System Requirements, and Lifecycle Management Strategies. Akeel is currently an active member for the Canadian Network of Asset Managers (CNAM)'s Education, Resources and Training Committee and the Water Environmental Association of Ontario (WEAO)'s AM Committee.

Academic & Professional Designation | BEng. Mgt, EIT (Professional Engineers Ontario)

Description of Staff Augmentation Role on the Project | In the proposed role, Akeel will support the Town with the development and implementation of the various AM initiatives currently underway. Task types may include, but are not limited to:

- Preparation of workshop agenda, presentation, and meeting notes
- Data collection and analysis
- Preparation of technical memoranda or reports
- Supporting implementation of the Town's AM Information System
- Risk assessment(s)
- Data management activities
- Lifecycle management activities
- Levels of service and performance measures
- Other tasks as needed.

Project Fees & Schedule

We are proposing an hourly rate of \$105 / hour for this secondment with a start date as required by the Town.



We look forward to continuing working with the Town on its asset management program. Please do not hesitate to contact the undersigned with any questions pertaining to this proposal.

Sincerely,

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