



PO Box 1749  
Halifax, Nova Scotia  
B3J 3A5 Canada

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**Halifax Regional Council**  
**March 6, 2007**

**TO:**

Mayor Kelly and Members of Halifax Regional Council

**SUBMITTED BY:**

A handwritten signature in dark ink, appearing to read "Dan English", written over a horizontal line.

Dan English, Chief Administrative Officer

A handwritten signature in dark ink, appearing to read "Wayne Anstey", written over a horizontal line.

Wayne Anstey, Deputy Chief Administrative Officer - Operations

**DATE:**

February 8, 2007

**SUBJECT:**

**Award of RFP No. 06-166 - Prospect Road Community Centre  
Architectural Consulting Services**

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**ORIGIN**

Approved 2006/07 Capital Budget

**RECOMMENDATION**

It is recommended that:

1. Council approve the award of the Phase I of RFP No. 06-166, Prospect Road Community Centre Architectural Consulting Services to Davison Seamone Rickard Adams Architects Inc. (DSRA) for building programming and schematic design services in the amount of \$55,541.37 (net HST included) with funding from Capital Account No. CBG00720- Prospect Community Centre, as outlined in the Budget Implications section of this report.
2. Council approve the award of Phase II and Phase III of RFP No. 06-166, Prospect Road Community Centre Architectural Consulting Services to Davison Seamone Rickard Adams Architects Inc. (DSRA) for design development, tender and construction supervision in the amount of \$280,499.45 (net HST included), contingent upon Council approval of capital funding through the capital budget process in subsequent budget years.

## **BACKGROUND**

In 2004, the Halifax Regional Municipality prepared an Indoor Recreation Facility Master Plan that identified future recreation facility requirements within the municipality. During the public consultation process, residents in the Prospect Road area identified the lack of a recreation centre within their community, as a major concern. In June 2006, a Needs Assessment was undertaken by Community Development. The results of this study clearly supported the need for a multipurpose community centre that would serve as the focal point for community information, events and activities in this predominately rural community.

The selected site is part of the Municipal land known as the Western Commons park area. The site is located along Prospect Road in the Hatchet Lake area just north-east of the Prospect Road Elementary School. It is envisioned that this facility will begin the development of the planned Western Common park area. The site presents the opportunity to locate the facility in a manner that will allow for future expansion of the building and have a complementary relationship to possible future outdoor recreation facilities and open space.

This recreation facility has a preliminary floor area estimate (gross floor area) of approximately 16,000 square feet with an estimated project budget of \$4.0 million. A report to Council authorizing the required capital budget increase and issuance of the construction tender will not proceed until full funding is in place.

The new Prospect Road Community Centre must fulfill a wide range of community needs and interests, which will include providing program spaces for activities for HRM recreation. The facility will have a full sized gymnasium, multi-purpose programming space, fitness room, meeting rooms and small commercial kitchen area to accommodate a wide range of programs and activities.

This project will meet or exceed "LEED" Silver Rating. LEED stands for Leadership in Energy and Environmental Design. The design and construction process will result in this building demonstrating principles of sustainable design, construction and energy efficiency that Council has supported on numerous occasions. The associated consulting fees are included in the figures below.

## **DISCUSSION**

An RFP for Architectural Consulting Services was issued on January 3, 2007, and closed January 24, 2007. By submitting their proposal, DSRA is aware that only the Phase I portion of the work will be awarded and that the approvals and funding for Phase II and Phase III have not been obtained. Also, in the event that approval and/or funding are not received, HRM can terminate the contract after Phase I or after each subsequent phase. DSRA will be the architectural consultant for all three phases of the work.

There were three consultant submissions, summarized as follows:

Company	Scoring (max 100)
Davison Seamone Rickard Adams Architects Inc.	86*
Sperry & Partners Architects	84
ADI Ltd.	73

**\* Recommended proponent**

An evaluation committee consisting of staff from Community Development, TPW- Capital Projects, Procurement and a representative from the Prospect Road Community Complex Steering Committee evaluated the proposals. Based on an evaluation that weighted the quality of the proposal and composition of the consulting team in categories of Team, Approach, Submission Quality and Fee the submission from Davison Seamone Rickard Adams Architects Inc. was assessed best overall and was awarded the highest score.

Refer to Appendix "A" for a detailed breakdown of the total scoring and fees.

**BUDGET IMPLICATIONS**

Budget Summary: **Capital Account No. CBG00720 - Prospect Community Centre**

Cumulative Unspent Budget	\$126,667.57
Less RFP No. 06-166 (Phase I Only)	<u>\$ 55,541.37</u>
Balance	\$ 71,126.20**

\*\* The remaining funds will be used for a Phase II Environmental Site Assessment and watercourse study. Any funds remaining after those disbursements will be directed to subsequent phases of the RFP.

\*Phase I of this project was estimated at \$60,000.00

**FINANCIAL MANAGEMENT POLICIES / BUSINESS PLAN**

This report complies with the Municipality's Multi-Year Financial Strategy, the approved Operating, Capital and Reserve budgets, policies and procedures regarding withdrawals from the utilization of Capital and Operating reserves, as well as any relevant legislation.

## ALTERNATIVES


Council could decide not to award this contract. This would result in the project not being able to move forward to the programming and schematic design phase. By not proceeding, the potential exists to impact the momentum and positive support for this project in the community. Also, this could impact the continued valuable and active participation from the Prospect Road Community Complex Steering Committee. Steering. This is not the recommended alternative.

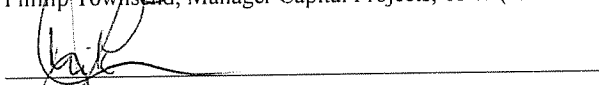
## ATTACHMENTS

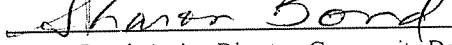
Appendix "A" - Summary of Evaluation Criteria


A copy of this report can be obtained online at <http://www.halifax.ca/council/agendasc/cagenda.html> then choose the appropriate meeting date, or by contacting the Office of the Municipal Clerk at 490-4210, or Fax 490-4208.

Report Prepared by: Michael MacDonald, Project Manager, TPW (490-1744)

Business Unit Reviewed:   
Phillip Townsend, Manager Capital Projects, TPW (490-7166)

Report Approved by:   
Mike Labrecque, Director, TPW (490-4851)

Report Approved by:   
Sharon Bond, Acting Director, Community Development (490-4800)

Financial Approval by:   
Catherine Sanderson, Senior Manager, Financial Services (490-1562)

# Appendix "A"

## HALIFAX REGIONAL MUNICIPALITY Request for Proposals RFP#: 06-166 PROSPECT ROAD COMMUNITY CENTRE - ARCHITECTURAL and CONSULTING SERVICES

ITEM	MAX SCORE	SUBMISSION		
		DSRA	SPERRY	ADI
<b>1. Proponents Team:</b> <ul style="list-style-type: none"> <li>team composition and representation by all necessary disciplines, including estimating</li> <li>relevant experience in completing assignments of similar scope and complexity</li> <li>experience of the proponent and key personnel with similar facilities and the range of specified services</li> <li>completeness of team and experience of individual team members</li> <li>organizational structure and team coordination</li> <li>availability of back-up personnel, if necessary</li> </ul>	50	40	41	34
<b>2. Approach/Management/Project Plan:</b> <ul style="list-style-type: none"> <li>approach to scope of services, management of project and suitability of proposed work plan, including work breakdown, Gantt chart of schedule and contribution matrix of all personnel showing anticipated hours of involvement</li> </ul>	25	21	21	20
<b>3. Submission Quality:</b>	5	5	4	3
<b>4. Fee Proposal:</b>	20	\$336,040.82 (net HST incl) 20	\$362,466.93 (net HST incl) 18	\$403,373.10 (net HST incl) 16
<b>Total Score (100)</b>		86*	84	73