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## Item No. 11.1.5

Halifax Regional Council  
October 21, 2008

**TO:** Mayor Kelly and Members of Halifax Regional Council

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**SUBMITTED BY:** \_\_\_\_\_  
Dan English, Chief Administrative Officer

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Wayne Anstey, Deputy Chief Administrative Officer - Operations

**DATE:** September 30, 2008

**SUBJECT:** Award - RFP No. 08-129, Consulting Services - Metro Transit  
Strategic Plan Update

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### ORIGIN

2008-09 Capital Budget.

### RECOMMENDATION

It is recommended that Halifax Regional Council award RFP No. 08-129, Consulting Services - Metro Transit Strategic Plan Update, to the highest scoring proponent, IBI Group, at a cost of \$258,200.16, (Net HST included), with funding from Capital Account No. CMU01095 - Transit Strategy, as outlined in the Budget Implications section of this report.

## **BACKGROUND**

In June 2002, Metro Transit completed a Transit Strategy, which provided guidance with respect to planning and operations over its five-year lifespan. As the recommendations in this plan were executed, Metro Transit service levels and ridership increased significantly. Since the intended duration of the plan has now passed, an update is required. As a first step toward undertaking this update, on June 24, 2008 Halifax Regional Council approved in principle the Terms of Reference for the Metro Transit Strategic Plan Update.

## **DISCUSSION**

The Council Approved Terms of Reference setting out the scope of work and Request for Proposals was issued and closed on September 12, 2008 for RFP No. 08-129, Consulting Services - Metro Transit Strategic Plan Update.

This plan update will build on the 2002 plan and establish operational direction for Metro Transit for the next five years. The overall goal of this update is to ensure that Metro Transit is a customer responsive and efficient medium-sized transit system, while continuing to operate in a fiscally responsible manner.

The updated Strategic Plan will ensure that Metro Transit service, and the processes which guide the planning and operation of the service, are fair, equitable, and transparent to the citizens of HRM.

## **RFP RESPONSES**

Proposals were received from the following firms:

BizNext Management Consultants  
Entra Consultants  
IBI Group  
iTrans Consulting Inc./Dillon Consulting  
McCormick Rankin Corporation

A team consisting of staff from Metro Transit, Strategic Transportation and facilitated by Procurement evaluated the proposals based on the criteria listed in Appendix A - Evaluation Scorecard.

The final scoring for all proponents is as follows:

Company	Scoring (Maximum 100)
<b>IBI Group</b>	<b>81.58</b>
McCormick Rankin Corporation	74.85
Entra Consultants	71.90
iTrans Consulting Inc./Dillon Consulting	68.58
BizNext Management Consultants	17.00

IBI Group received the highest score of the five proponents, and is therefore the recommended consultant to undertake this project. IBI Group has a long history of providing quality consulting services to Metro Transit and HRM, including the original Transit Strategy in 2002. Their proposal was ranked highest in each of the technical criteria included on the evaluation scorecard, with the exception of Submission Quality, in which they tied with two other proponents. IBI Group's proposal clearly provided the best coverage and understanding of the Terms of Reference for the study relative to the other proponents. IBI Group's workplan and experience are indicative that they will provide the best possible product and value to HRM.

### **BUDGET IMPLICATIONS**

Based on IBI Group's quoted cost of \$258,200.16, (Net HST included), funding is available from Capital Account No. **CMU01095 - Transit Strategy**. The budget availability has been confirmed by Financial Services.

#### **Budget Summary**      **Account No. CMU01095 - Transit Strategy**

Cumulative Unspent Budget	\$280,000
<b>Less RFP No. 08-129</b>	<b><u>\$258,200</u></b>
Balance	\$ 21,800

\* The original proposed budget for this study was \$250,000 excluding HST.

The remaining funds will be used as a contingency for additional work that may be outside the scope of the original project.

### **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 choose to not award this RFP or award it to a different proponent. This is not recommended due to the reasons stated above.

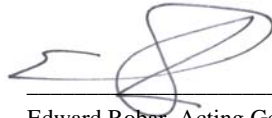
## **ATTACHMENTS**

### 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: Dave Reage, MCIP, LPP, Planning and Project Delivery Coordinator, Metro Transit, 490-5138

Report Approved by:



Edward Robar, Acting General Manager, Metro Transit, 490-6388

Procurement Approval by:

Anne Feist, Operations Manager, Procurement at 490-4200



Report Approved by:



Mike Labrecque, P.Eng., Director, Transportation and Public Works Services, 490-4855

**Appendix A - Proposal Evaluation Criteria.**  
**Consulting Services - Metro Transit Strategic Plan Update**  
**Request for Proposals 08-129**

Criteria	Max. Score	ENTRA	Dillon iTrans	IBI Group	MRC Delphi	Biznext
1. Project Team Qualifications - Company qualifications - Personnel qualifications	25	20	19	22	20	2
2. Related Experience and Capacity - Previous similar work - Company capacity (expertise, technical qualifications and support capabilities.)	30	24	23	26	23	0
3. Understanding of Objectives - Work outline & plan proposed - Methodology proposed	30	20	20	26	24	2
4. Submission Quality	5	4	3	4	4	3
5. Price  Including net HST	10	3.90  <b>\$236,992.04</b>	3.58  <b>\$258,021.22</b>	3.58  <b>\$258,200.16</b>	3.85  <b>\$239,872.54</b>	10  <b>\$92,320.73</b>
Total	100	71.9	68.58	81.58	74.85	17