

10.1.1

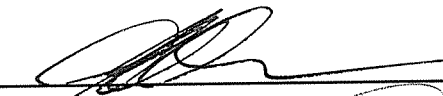


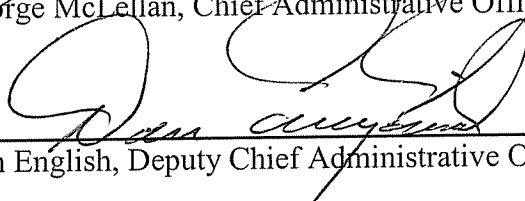
PO Box 1749  
Halifax, Nova Scotia  
B3J 3A5 Canada

Halifax Regional Council  
October 21, 2003

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

**SUBMITTED BY:**

  
George McLellan, Chief Administrative Officer

  
Dan English, Deputy Chief Administrative Officer

**DATE:** October 14, 2003

**SUBJECT:** Award - RFP 03-151, PWT Depot Rationalization Study RFP

**ORIGIN**

Approved 2003/04 Business Plan, Initiative # 5 - Public Works & Transportation Services.

**RECOMMENDATION**

It is recommended that RFP 03-151, PWT Depot Rationalization Study, be awarded to the highest ranking evaluated proposal, Dillon Consulting, for a total contract cost of \$57,407.80 including net H.S.T. from Operating Account R101-6303 with funding authorized as per the Budget Implications section of this report.

**BACKGROUND**

HRM wishes to implement a comprehensive review of its existing field depot facilities. The purpose is to insure that these facilities are strategically and appropriately located to efficiently service the existing and future geographical areas of HRM and to provide options for improved service delivery. The primary focus of this study is the examination of the operational depot locations of the Streets & Roads and Technical & Underground Services (TUGS) Sections of Public Works and Transportation Services in conjunction with the existing geographical areas these two sections presently serve

**DISCUSSION**

Terms of reference setting HRM's requirements for the consultant's study of the PWT depots were prepared and a request for proposal was advertised in the newspaper on July 9 and July 12, 2003. Proposals were received from the following firms:

- Dillon Consulting
- O'Halloran Campbell Consultants Limited
- SGE Acres
- CBCL Limited
- MRC
- Giffels
- AMEC

An evaluation team represented by staff from Public Works and Transportation (Coordinator, TUGS and Streets & Roads), Real Property Asset Management (Capital Projects) and Financial Services (Procurement) evaluated the proposals on the following basis:

- Expertise of Firm, Project Team, Organization and Personnel
- Proposed Methodology, Management of Project and Work Plan
- Submission Quality
- Cost

The final scoring of each firm is as follows:

Firm	Scoring (max. 100)
Dillon Consulting	85.1
O'Halloran Campbell Consultants Limited	78.5
SGE Acres	74.9
CBCL Limited	73.2

MRC	60.6
Giffels	57.6
AMEC	51.4

**BUDGET IMPLICATIONS**

Based on the contract cost of \$57,407.80 including net H.S.T., funding is available from the Operating Budget Account R101-6303.

**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**

Staff do not believe there are any alternatives.

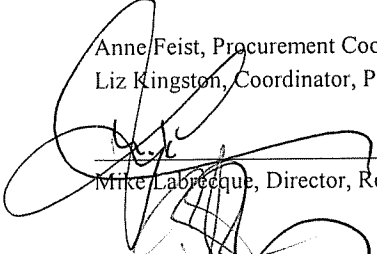
**ATTACHMENT**

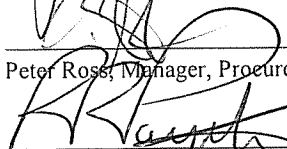
Appendix "A" - Summary of Evaluation Criteria

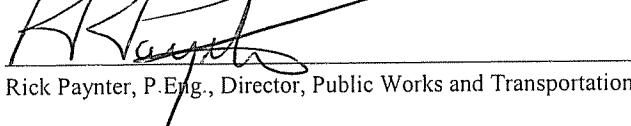
Additional copies of this report, and information on its status, can be obtained by contacting the Office of the Municipal Clerk at 490-4210, or Fax 490-4208.

Report Prepared by:

Report Approved by: Anne Feist, Procurement Coordinator 490-4200  
Liz Kingston, Coordinator, Public Works and Transportation 490-4862

Report Submitted by:   
Mike Labrecque, Director, Real Property and Asset Management

  
Peter Rose, Manager, Procurement

  
Rick Paynter, P.Eng., Director, Public Works and Transportation

Appendix "A"

## HALIFAX REGIONAL MUNICIPALITY

## PWT DEPOT RATIONALIZATION STUDY

## PROPOSAL EVALUATION RFP # 03-151

PROPOSAL: PWT Depot Rationalization Study  
 EVALUATED BY: Public Works and Transportation, Real Property and Asset Management

CRITERIA	MAX. SCORE	SUBMISSION						
		AMEC	CBCL	Dillon	Giffels	MRC	O'Halloran Campbell	SGE Acres
1. EXPERTISE OF FIRM, PROJECT TEAM AND ORGANIZATION AND PERSONNEL * TEAM COMPOSITION * RELEVANT EXPERIENCE * ORGANIZATION & PERSONNEL * REFERENCE CHECKS	40	26	28	35.5	33.3	30.3	28.25	29.25
2. PROPOSED METHODOLOGY * APPROACH TO SCOPE OF SERV. * MANAGEMENT OF PROJECT * WORK PLAN	25	15.3	18.3	22.0	19.3	18.0	16.5	16.75
3. SUBMISSION QUALITY	5	3.2	3.7	4.1	5.0	3.3	3.8	3.6
3. FEE PROPOSAL.	30	6.9	23.2	23.5	0	9.0	30.0	25.3
	(Inclusive of net HST)	\$95,000 \$101,107.55	\$54,770 \$58,291.16	\$53,940 \$57,407.80	\$112,078.00 \$119,283.50	\$89,700 \$95,466.81	\$37,900 \$40,336.59	\$49,440 \$52,618.50
TOTAL		51.4	73.2	85.1	57.6	60.6	78.5	74.9
RANKING		7	4	1	6	5	2	3