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ITEM NO. 12.1.1

**Halifax Regional Council
November 13, 2007**

TO: Mayor Kelly and Members of Halifax Regional Council

A handwritten signature in black ink, appearing to read "Dan English".

SUBMITTED BY:

Dan English, Chief Administrative Officer

A handwritten signature in black ink, appearing to read "Wayne Anstey".

Wayne Anstey, Deputy Chief Administrative Officer - Operations

DATE: October 29, 2007

SUBJECT: **Award - RFP # 07-394, Planning Consulting Services, Central Library Building Program and Space Requirements**

ORIGIN

The Approved 2007/2008 Capital Budget

RECOMMENDATION

It is recommended that Council award **RFP # 07-394, Planning Consulting Services, Central Library Building Program and Space Requirements** to HOK, the highest scoring Proponent for a Total Price of \$424,369.18 (net HST included) with funding from CBW00978 Central Library Replacement of Spring Garden Road Library as outlined in the Budget Implications section of this report.

BACKGROUND

The Halifax Regional Library was created in 1996 through the amalgamation of the formerly separate library systems of the City of Halifax, City of Dartmouth, and Halifax County. The Original 12 facilities expanded in 2001 to include a new library in Tantallon and the Keshen-Goodman Library in Clayton Park reflecting suburban population growth. A tiered structure of facilities was adopted to reflect and adapt to the absence of a Central Library and to meet the unique needs of urban, suburban and rural populations spread over a large geographic area. While the Spring Garden Road Library, Alderney Gate Library, and the Keshen-Goodman Library are designated as resource libraries providing region-wide support to the branch network, none are large enough to fulfill a central library role. The system is further fragmented by the need to locate Administration at Alderney Gate, the Information Technology department at the Halifax North Library and Collection Management (acquisitions & cataloguing) in leased space in Sackville.

New technologies, changing public service demands, demographic changes and population growth, and changes in commuter patterns are also impacting service development strategies.

Development of a Central Library was determined to be the first priority in the Library's Master Facilities Plan completed in 2004. The Halifax Regional Municipality has embarked on an extensive urban design process and completed the Spring Garden Road/ Queen Street Area Joint Public Lands Plan heightening public interest and dialogue around urban development in the area, including a new Central Public Library at the corner of Spring Garden Road and Queen Street.

The Central Library Vision

- Compliment the Capital District vision for a vital downtown.
- Serve as a branch for the Halifax peninsula and a central resource for the HRM Region.
- Provide specialized, leading edge service and technology.
- Provide public meeting, gathering and performance spaces for social interaction.
- Create a building that is environmentally benign.
- Create a central library that offers the flexibility to respond to future technology requirements and use patterns.
- Create a high quality civic landmark building.
- Create active at-grade ground-floor uses, including retail.

The first phase of the development is to devise a building program for a Central Library to serve current and future service needs of the Halifax Regional Municipality and determine functional space requirements and total space requirements of the facility. At this stage of the project, no design work is entailed and there is no commitment to proceed to design and construction.

DISCUSSION

A Terms of Reference setting the scope of work was prepared and a Request for Proposals was issued and closed on October 2, 2007 for RFP # 07-394, Planning Consulting Services, Central Library Building Program and Space Requirements.

Proposals were received from the following firms:

- Shore Tilbe Irwin and Partners
- ADI
- HOK
- Resource Planning Group
- Diamond and Schmitt

A team consisting of staff from Halifax Regional Municipality, and Halifax Public Libraries, evaluated the proposals based on the criteria listed in Appendix A - Evaluation Scorecard:

The final scoring for all proponents is as follows:

Company	Scoring (max. 100)
HOK	85
Resource Planning Group	78
Shore Tilbe Irwin and Partners	61
Diamond and Schmitt	54
ADI	38

The HOK proposal indicated an excellent understanding of the local issues surrounding a Central Library, and proposed added value through their collaborative approach and a focus on public engagement in the planning process.

Their technical scoring is representative of a demonstrated understanding of Halifax Public Libraries' and HRM's needs, and the project team's specific areas of expertise and library planning experience. Their methodology represented a well balanced work plan which included consensus building, public facilitation, a strong communication strategy, and a consultative corporate philosophy.

BUDGET IMPLICATIONS

Capital Budget Account # CBW00978

Central Library Replacement of Spring Garden Road Library

Budget Summary: Capital Account No. CBW00978 Central Library replacement of Spring Garden Road Library
Cumulative Unspent Budget \$500,000.00
Less: RFP #07-394 \$424,369.18 (net HST included)
Balance \$ 75,630.82

* This project was estimated in the Approved 2007/08 Capital Budget at \$500,000.00

The balance of funds will be used for the next phase of the Central Library Development.

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 : There are no suggested alternatives.

ATTACHMENTS

Proposal 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: Al LeBlanc, Director of Finance and Facilities, Halifax Public Libraries 490-5867

(Original signed by Anna Marchand)

Financial Approval by:

Catherine Sanderson, Senior Manager, Financial Services, 490-1562

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(Original signed by Judith Hare)

Report Approved by: _____
Judith Hare, CEO, Halifax Public Libraries, 490-5868

APPENDIX A
RFP NUMBER 07-394

Planning Consulting Services - Central Library Building Program and Space Requirements

PROPOSAL EVALUATION CRITERIA

Criteria	Max. Score	HOK	Resource Planning Group	Shore Tilbe Irwin and Partners	Diamond and Schmitt	ADI
Demonstrated understanding of the project and the client needs.	20	20	17	12	10	5
Quality of the approach to the scope of work, proposed methodology, work plan and project schedule	35	33	28	25	17	15
Expertise of the firm, project team and other project personnel, including relevant experience and reference checks	35	32	32	20	17	15
Fee proposal	10	0 (\$424,369.18) incl. Net HST	1 (\$397,943.07) incl. Net HST	4 (\$241,760.11) incl. Net HST	10 (\$164,865.82) incl. Net HST	3 (\$285,464.04) incl. Net HST
Total	100	85	78	61	54	38

** Per the terms of the Request for Proposals, since the highest cost proposal was more that 100% above the lowest proposed cost, the Proposer was awarded 0 points for their cost.

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