



PO Box 1749
Halifax, Nova Scotia
B3J 3A5 Canada

Item No. 11.1.1

**Halifax Regional Council
August 4, 2009**

TO: Mayor Kelly and Members of Halifax Regional Council

SUBMITTED BY:

A handwritten signature in cursive script, appearing to read "Dan English".

Dan English, Chief Administrative Officer

A handwritten signature in cursive script, appearing to read "Wayne Anstey".

Wayne Anstey, Deputy Chief Administrative Officer - Operations

DATE: June 29, 2009

SUBJECT: **Award - RFP # 09-066, Recreation Facility Operations and Service Delivery Review**

ORIGIN

The approved 2009/2010 Operating Budget.

RECOMMENDATION

It is recommended that Council

1. Approve a transfer of \$81,109.02 from Major Events Facilities Reserve, Q319 to be recorded to Operating Account C705 Facility Management to fund this award;
2. Award RFP #09-066, Recreation Facility Operations and Service Delivery Review to the highest scoring proponent, dmA Planning and Management Services Inc. for a total cost of \$81,109.02 (net HST included) with funding from Operating Account C705 Facility Management, as outlined in the Budget Implications section of this report.

BACKGROUND

The Halifax Regional Municipality Community Facilities Master Plan (CFMP) was completed and approved in principle by Regional Council May 2008. CFMP recommendation #35, page 97 indicates that specific Peninsula facilities should be reviewed (operational) to determine cost / benefit and future recapitalization requirements. This review is in direct relationship to the level of effectiveness of service provision at these facilities. It is also relevant to include the Halifax Forum Complex in this review in order to evaluate existing operations and future service delivery opportunities as they relate to the Halifax Forum site. The CFMP recommendation #45, page 99 indicates that there is value in analysis relevant to the potential enhancement of the Halifax Forum Complex as a Multi District Recreation Hub for the Peninsula.

The goal of this exercise is to provide an operational and service delivery review of municipal community facilities on the Halifax Peninsula within the context of:

- existing aging facilities
- repopulation of the Peninsula as per Regional Plan
- cost per capita of providing existing services relative to future opportunities, demographics, and in comparison with other existing municipal standards

This will allow for informed decision making regarding future planning in the following areas:

- maximization of opportunities on the Halifax Forum site for enhancement, redistribution, and or redevelopment of existing amenities on the site
- maximization of efficiencies and service delivery opportunities in other HRM owned and operated community facilities on the Peninsula
- maximization of municipal operational and capital funding for provision of facilities on the Peninsula
- enhancement of an integrated and strategic approach to service delivery on the Peninsula.

Facilities to be included in the analysis are as follows:

1. Halifax Forum Complex
2. St Andrews Community Centre
3. Needham Community Centre
4. Devonshire Arena
5. George Dixon Community Centre
6. Centennial Pool
7. Citadel Community Centre
8. Bloomfield Facility Gymnasium

DISCUSSION

Request for Proposals RFP #09-066, Recreation Facility Operations and Service Delivery Review was issued, advertised and closed on June 17, 2009 Two (2) Proposals were received:

dmA Planning and Management Services Inc.
Asbell Management Innovations Inc

A team consisting of staff from HRM Community Development and Infrastructure and Asset Management, and facilitated by HRM Procurement, reviewed and evaluated the proposals on the criteria in Appendix A- Evaluation Score Card.

Proposer	Score (Max 100)
dmA Planning and Management Services Inc.	96
Asbell Management Innovations Inc	82

dmA Planning and Management Services Inc.'s Proposal indicated an excellent understanding of the scope of work, with sub-consultants Sperry and Partners Architects providing additional value to the project.

BUDGET IMPLICATIONS

Based on the total cost of \$81,109.02 (net HST included), funding is available from Major Events Facilities Reserve, Q319. \$80,000 was transferred into the Reserve for this project from the 2008/09 Operating Budget, Fiscal Services (M310-8001). There are sufficient funds in this reserve to accommodate the required amount. The budget availability has been confirmed by Finance.

Budget Summary:

Q319 Major Events Facilities Reserve

Cumulative Unspent Reserve Balance	\$ 626,276
Less: Transfer to Operating C705	<u>\$ 81,109</u>
Remaining Balance	\$ 545,167

Operating Account C705 Facility Management

Cumulative Unspent Balance	\$ 968,613
Plus: Transfer From Reserve Q319	\$ 81,109
Less: DFP 09-066	<u>\$ 81,109</u>
Remaining Balance	\$ 968,613

* This project was estimated at \$80,000.00.

The balance of the account will be used for other facility management projects.

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. If approved, this will increase the withdrawals from Reserve.

ALTERNATIVES

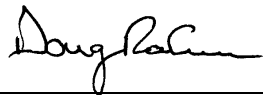
There are no recommended alternatives.


ATTACHMENTS

Appendix A - Proposal Evaluation Criteria


A copy of this report can be obtained online at <http://www.halifax.ca/council/agendasc/agenda.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: Betty Lou Killen, Development and Planning, Service Delivery (490-4833)

Business Unit Review: 
Doug Rafuse, Manager, Service Delivery (490-6205)

Approved by: 
Paul Dunphy, Director of Community Development

Financial Review: 
For / Cathie O'Toole, Director of Finance (490-6308)

Procurement Review: 
Anne Feist, Operations Manager, Procurement (490-4200)

