



PO Box 1749
Halifax, Nova Scotia
B3J 3A5, Canada

Item No. 11.1.2
Halifax Regional Council
December 8, 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: November 19, 2009

SUBJECT: Request for Extras to RFP No. 08-129, Consulting Services - Metro
Transit Strategic Plan Update

ORIGIN

This report originates from the need for additional projects that have arisen from work completed on the Metro Transit Five-Year Strategic Operations Plan.

RECOMMENDATIONS

It is recommended that Halifax Regional Council:

1. authorize a transfer of funds in the amount of \$21,100 from Capital Account No. CVD00430 - Access-a-Bus Replacement to Capital Account No. CMU01095 - Transit Strategy, and,
2. authorize an increase to the contract with IBI Group Limited for the Consulting Services - Metro Transit Strategic Plan Update (RFP No. 08-129) in the amount of \$69,100 (net HST included) with funding from Capital Account No. CMU01095 - Transit Strategy as outlined in the Budget Implications section of this report.

BACKGROUND

The Approved 2008/09 Capital Budget included funds for Consulting Services Metro Transit Strategic Plan Update, a study that will provide strategic operational guidance to Metro Transit for fiscal years 2010-11 to 2014-15. This study is an update of the *Metro Transit Strategy* completed by consulting firm IBI Group in June 2002. Upon implementing the original *Metro Transit Strategy*, Metro Transit experienced significant increases in service levels and ridership during the years that followed. The Strategic Plan Update is designed to update and build upon the previous *Metro Transit Strategy* and take Metro Transit to the next level of transit service delivery as service and ridership continues to grow.

On June 24, 2008, Regional Council approved, in principle, the Terms of Reference for the Consulting Services - Metro Transit Strategic Plan Update. On October 21, 2008, Regional Council awarded 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.

DISCUSSION

During the course of this project, it has become apparent that there is a need for additional consulting work related to the original project resulting in the proposed current increase to contract to include an Access-a-Bus review and a Ferry Needs Assessment as follows.

Access-a-Bus Review

As conventional transit services increase as laid out in the Strategic Plan Update, demand for our Access-a-Bus service will also increase. This project will entail a full review of the Access-a-Bus service with a goal of improving customer service, increasing overall efficiency of the service, managing demand, and improving integration with the conventional service.

Ferry Needs Assessment

The Metro Transit ferry service, while efficient and popular, has not been through a detailed review in over 25 years. With growing emphasis on the ferry operation as an integral part of HRM's transportation system, there is strong interest in expanding the operation of the ferry service. At the same time, new marine guidelines and standards mean that operating practices and vessel maintenance practices for the ferry service must change and adapt. These factors make it timely to review the ferry service and related terminal infrastructure to address the existing and emerging issues.

Contract award Amount (including net HST)	\$ 258,200.16
Previous increase including net HST	\$ 19,336.00
Current Request for Increase (including net HST)	<u>\$ 69,100.00</u>
New Contract Value (including net HST)	\$ 346,636.16

The requested increase (26.76% of the original contract value) results in a total increase of 34.25% percent to the original contract value

It is recommended that the contract be increased for the Access-a-Bus Review and Ferry Needs Assessment rather than tendering these separately since IBI Group has the expertise and experience in both of these areas needed to carry out the studies. More importantly, having worked on the *Strategic Plan Update* since December 2008, they are very familiar with the current issues and opportunities facing Metro Transit. Having IBI Group undertake this work will ensure consistency between the *Strategic Plan Update* and the Access-a-Bus Review and Ferry Needs Assessment, ensuring that the three documents are congruent and supportive of each other.

BUDGET IMPLICATIONS

Funding in the amount of \$21,100 is available from Capital Account No. CVD00430 - Access-a-Bus Replacement to be transferred to Capital Account No. CMU01095 - Transit Strategy. Pending the approval of this transfer, funding in the amount of \$69,100 including net HST for the required increase to contract (PO #2070414845) is available from Capital Account No. CMU01095 - Transit Strategy. The budget availability has been confirmed by Financial Services. The original contract and previous increase to contract was funded from Capital Account No. CMU01095 - Transit Strategy. It is proposed that funding for the balance of this increase in contract would be funded from CVD00430 - Access-a-Bus Replacement because the Access-a-Bus Review will factor directly into the plan for future Access-a-Bus purchases.

Budget Summary: Capital Account No. CVD00430 - Access-a-Bus Replacement

Cumulative Unspent Budget	\$1,494,102.36
Less: Transfer to CMU01095	<u>\$ 21,100.00</u>
Balance	\$1,473,002.36

Capital Account No. CMU01095 - Transit Strategy

Cumulative Unspent Budget	\$70,534.00
Add: Transfer from CVD00430	\$21,100.00
Less: Increase to Contract	<u>\$69,100.00</u>
Balance	\$22,534.00

The budget availability has been confirmed by Financial Services.

The original budget for this work, exclusive of the Access-a-Bus Review and the Ferry Needs Assessment, was \$280,000 in the Approved 2008/09 Capital Budget. The total contract amount inclusive of the requested increase is \$ 346,636.16.

The balance of funds in Capital Account No. CMU01095 - Transit Strategy will be used for project costs from the original scope of work that have been invoiced but have not yet been settled.

The balance of funds in Capital Account No. CVD00430 - Access-a-Bus Replacement will be used for future purchases of Access-a-Bus replacement vehicles.

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

Halifax Regional Council could choose to not approve the transfer of funds. This would not allow the Ferry Needs Assessment or Access-a-Bus Review to proceed and is not recommended.

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.

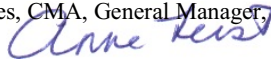
Report Prepared by: Dave Reage, Planning and Project Delivery Coordinator, Metro Transit, 490-5138

Report Approved by:




Pat Soanes, CMA, 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