HALIFAX
REGIONAL MUNICIPALITY

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**Item No. 10.1.2**
**Halifax Regional Council**
**February 26, 2013**

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

**SUBMITTED BY:** Original signed by
Richard Butts, Chief Administrative Officer

Original Signed by
Mike Labrecque, Deputy Chief Administrative Officer

**DATE:** February 4, 2013

**SUBJECT:** Award – RFP No. P12-124 – Supply of Six (6) Rural Transit Buses

## ORIGIN

The Approved 2012/13 Project Budget.

## LEGISLATIVE AUTHORITY

Under the HRM Charter, Section 79 Halifax Regional Council may expend money for municipal purposes. Administrative Order No. 35, the Procurement Policy, requires Council to approve the award of contracts for sole sources exceeding $50,000 or $500,000 for tenders and RFP's.

The following report conforms to the above Policy and Charter.

## RECOMMENDATION

It is recommended that Halifax Regional Council award RFP No. P12-124 to the highest scoring proponent, Overland Custom Coach, for six (6) cutaway style rural transit buses at a Total Price of $894,210.72 (net HST included) with funding from Project Account - CMX01104 - Rural Community Transit as outlined in the Financial Implications section of this report.

## BACKGROUND

The Approved 2012/13 project budget includes funds for the expansion of the MetroX Rural Express transit service. This expansion includes the purchase of six (6) rural transit buses to service the Porters Lake area.

MetroX is a limited-stop, commuter express service operated by Metro Transit. The need for this service was identified in the HRM Regional Transit Plan-Park and Ride, Express and Rural Transportation Services study completed in 2007. There are currently two MetroX services in operation, the Route 330 Tantallon/Sheldrake Lake and the Route 320 Airport/Fall River. The proposed service to Porters Lake will be a commuter based express service that will operate on weekdays, primarily during peak hours. Council approval to award this RFP will support the anticipated launch of the service in November of 2013.

## DISCUSSION

Request for Proposals No. P12-124 was called and posted to the Province of Nova Scotia's Procurement website on November 27, 2012 and closed on January 8, 2013. It called for the supply of six (6) cutaway style rural transit buses.

Submissions were received from the following proponents:
Crestline Coach Ltd
Overland Custom Coach.

The proposal submissions were evaluated by staff from Corporate Fleet and Equipment, Metro Transit, and facilitated by Procurement. Proposals were evaluated in five key areas: (1) Technical, (2) Durability, (3) Operating (Fuel Economy), (4) Bus Operations and (5) Costs.

The RFP was evaluated using a two envelope process. Envelope one was the technical component of the RFP. Envelope two consisted of the lump sum project cost for this project. Only those proponents that received 75% or better on the Technical Submission (52.5 points out of a maximum score of 70 points) from envelope one, had their cost envelopes opened and evaluated.

After completion of the envelope one process, the submissions from both proponents met the required 75% on the Technical Submission, as per the Terms and Conditions of the RFP, and had their cost envelope opened.

Please refer to Appendix A which provides a scoring summary and overall pricing detail for the proposals, with the Overland Custom Coach proposal receiving the highest overall score. Overland Custom Coach scored higher in the warranties and support that are being offered, as well as in the areas of operator ergonomics, Altoona testing, and cost. Therefore, staff is recommending award of the agreement to Overland Custom Coach.

The final scoring was as follows:

| Proponent | Scoring (Max 100) |
|---|---|
| Overland Custom Coach | 96.5 |
| Crestline Coach Ltd | 87.34 |

## FINANCIAL IMPLICATIONS

Awarded to the highest scoring proponent for a price of $142,910.00 plus net HST of $6,125.12, for a total of $149,035.12 per unit. The net total cost of supplying the six (6) units under this agreement is $894,210.72. Funding is available from Project Account No. CMX01104 – Rural Community Transit. The budget availability has been confirmed by Finance.

Budget Summary: **Project Account No. CMX01104 – Rural Community Transit**

| | |
|---|---|
| Cumulative Unspent Budget | $2,669,298.74 |
| **Less: RFP No. P12-124** | **$ 894,210.72** |
| Unspent Budget | $1,775,088.02 |

The balance of funds in this account will be used for other costs associated with MetroX service, including fit-up of the new MetroX buses, and to construct a Park & Ride lot in Porters Lake.

## ENVIRONMENTAL IMPLICATIONS

The purchase of these buses will provide an opportunity to reduce greenhouse gas emissions through a reduction in single occupant vehicle trips.

## ALTERNATIVES

Halifax Regional Council could decide not to purchase the vehicles identified and forgo expanding transit service to Porters Lake.

## ATTACHMENTS

Appendix A – Scoring Summary and Pricing Detail

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: W.L. (Larry) Hilton, Coordinator Tech. & Admin. Services - Corporate Fleet & Equipment

Corporate Fleet Review:
Paul Beauchamp, Manager, Corporate Fleet & Equipment, 490-6604

Metro Transit Review:
Eddie Robar, Director, Metro Transit, 490-6720

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

Original Signed

Report Approved by:
Ken Reashor, P.Eng. Director Transportation and Public Works

## Appendix A

**Scoring Summary and Pricing Detail**

| Halifax Regional Municipality<br>Request for Proposals No. P12-124<br>Supply of Six (6) Cutaway Style Rural Transit Buses | | | | |
|---|---|---|---|---|
| **Criteria** | | **Max Score** | **Submission** | |
| | | | **Crestline** | **Overland*** |
| 1. | **Technical** - Compliance with performance evaluation, body/structure/interior/doors, power train, suspension, steering, communication information system, electrical, HVAC, etc. | 30 | 28 | 28.5 |
| 2. | **Durability** - Altoona and other product testing information | 15 | 10 | 13 |
| 3. | **Operating –** Fuel Economy | 10 | 8 | 10 |
| 4. | **Bus Operation** - Work station ergonomics, ease of operation, driveability and vehicle controls | 15 | 13.5 | 15 |
| | **Subtotal** | **70** | **59.5** | **66.5** |
| **5.** | **Cost**<br><br>**Total Cost (net HST Included)** | 30 | 27.84<br><br>$963,546.30 | 30<br><br>$894,210.72 |
| | **Total** | **100** | **87.34** | **96.5*** |

***recommended proponent**