

HALIFAX

P.O. Box 1749
Halifax, Nova Scotia
B3J 3A5 Canada

Item No. 11.1.8
Halifax Regional Council
November 10, 2015

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: September 24, 2015

SUBJECT: Award – RFP P15-328, Consulting Services in the Support of the Regional Centre Plan

ORIGIN

October 4, 2011, Regional Council initiation of the Regional Plan 5 Year Review (RP+5) and Centre Plan.

April 24, 2014, Regional Council Recommendation for Next Steps for the Centre Plan.

January 28, 2015, Regional Council Adoption of the Centre Plan Community Engagement Strategy (2014).

LEGISLATIVE AUTHORITY

Under the HRM Charter, Part VIII Planning & Development, the authority of the Municipality for Planning is identified.

Under the HRM Charter, Section 79 Halifax Regional Council may expend money for municipal purposes. Administrative Order #35, the Procurement Policy, requires Council to approve the award of contracts for sole sources exceeding \$50,000 or \$500,000 for Tenders and RFPs. See Charter Sections 79(1) and 322(3).

RECOMMENDATION

It is recommended that Halifax Regional Council award RFP # P15-328, Consulting Services in the Support of the Regional Centre Plan to the highest scoring proponent, O2 Planning and Design at a cost of \$610,596.61 net HST included, with funding from the Strategic Studies Reserve (Q330) as outlined in the Financial Implications section of this report.

BACKGROUND

The Planning & Development Department is preparing to deliver a “Centre Plan” that will bridge the geographic cores of the two largest communities within the Regional Municipality – major components of the former cities of Halifax and Dartmouth. This 33 square kilometer area is known as the “Regional Centre”, and is home to almost a quarter of the Region’s population (96,565) as well as prominent education and health institutions and economic generators.

The creation of a comprehensive Secondary Municipal Planning Strategy (SMPS) for the Regional Centre has been branded as the Centre Plan in the Regional Plan and in various communications since the first conceptualization of the need to unify plans and policy in the Regional Centre. Substantial progress has been made in establishing Current Conditions, Vision Statements, and Guiding Principles for the Centre Plan and staff is well positioned to complete this project with appropriate support.

In support of progressing the creation of the plan, staff has defined a requirement to procure external services broadly defined as “Consulting Services in Support of the Centre Plan” in order to bring on board a lead consultant to provide planning expertise on land use, urban design, project management, and policy drafting in support of the project, while also providing consulting expertise in public engagement in line with the approved Centre Plan Community Engagement Strategy.

DISCUSSION

The Centre Plan is comprised of technical studies, work with communities and stakeholders throughout the Regional Centre, and policy and bylaw review that all leads to a new Regional Centre Secondary Municipal Planning Strategy and Land Use By-Law. The 2015/16 Business Plan sets out the commitment to complete this plan and create incentives to encourage development while furthering the livability and attractiveness of the Regional Centre. The Business Plan also details the delivery of the Regional Council endorsed public engagement strategy supporting the development of the new Regional Centre SMPS & LUB replacing existing policy in the Regional Centre.

Request for Proposals P15-328, Consulting Services in Support of the Regional Centre Plan was publicly advertised on the Nova Scotia Public Tenders Portal on August 14, 2015 and closed on September 16, 2015. Seven (7) proposals were received as follows:

- Dialog/WSP
- Teal Architects
- MMM Group
- Brook McIlroy
- O2 Planning and Design
- Stantec
- IBI Group

Proposals were evaluated by a team comprised of staff from Planning and Development and facilitated by Procurement. The RFP was scored using a two-envelope process. Envelope one was the technical component of the RFP and envelope two consisted of the financial elements of the proposals. To help ensure that the eventual proponent had a strong understanding of community needs the proposals were scored by the team against criteria in 5 categories. These categories were:

- **Communication**, including the clarity of the proposal,
- **Team composition and experience**, including sector (Planning & Public Engagement) specific experience,
- **Understanding of the Municipality’s Needs**, including the understanding of the scope and attention to relevant challenges,
- **Business / Technical Solution**, including a proven methodology relating to the identified

- needs, and
- **Project Management Methodology**, including detailing of communications methods with HRM and management structure within the proponent team.

In order to have their financial proposal opened and scored, proponents were required to achieve a score of at least 75% of the total available points allocated to their technical / business proposal. Only the proposal from O2 Planning and Design (O2) achieved this score and consequently, only O2's financial proposal was opened and evaluated. The financial proposals from Dialog/WSP, Teal Architects, MMM Group, Brook McIlroy, Stantec and IBI Group will remain unopened.

O2's score based on the Evaluation Criteria is 89.2/100, which included 64.2 points for the technical / business proposal and 25.0 points for the financial proposal.

O2's proposal indicated that they have extensive experience managing complex interdisciplinary projects throughout Canada, the United States, Asia, Africa, and Latin America. O2 has won national and international awards for planning, including first prize in the 2008 Beijing Olympic Landscape International Design Competition. The firm has been featured in multiple publications including The Journal of Landscape and Urban Planning (USA), Nikkei Architecture and Landscape Design (Japan), as well as Landscapes/Paysages (Canada).

The proposal conveyed significant experience and skills specific to the scope of work and an understanding of the goals of the project. O2 has demonstrated expertise in Urban Planning, GeoDesign, Community Design, Complete Streets, and Heritage Planning and have supplemented this with significant contribution from sectoral experts.

Sub-consultants on the O2 team include:

- **National Public Relations** for Public Engagement,
- **UPLAND Planning + Design Studio** for Urban Planning, Urban Design, and Public Engagement,
- **CBCL Limited** for Transportation Planning and Civil Engineering, and
- **Turner Drake & Partners Limited** for Market Demand and Housing Policy.

FINANCIAL IMPLICATIONS

Based on the highest scoring proponent, O2 Planning and Design's cost of \$585,502.00, plus net HST of \$25,094.61, for a total of \$610,596.61, funding is available from operating cost centre C002 – Urban Design, project MPLAN001 – Centre Plan. This study is fully funded by Q330 – Strategic Studies Reserve. The budget availability has been confirmed by Finance.

Budget Summary: **Strategic Studies Reserve Q330**

Cumulative Unspent Budget (Strategic Studies)	\$ 2,015,766.00
Less: RFP No. P15-328	\$ <u>610,596.61</u>
Balance	\$ <u>1,405,169.39</u>

The balance of funds will be used for other studies that support broad and strategic introduction or overhaul to policy direction.

ENVIRONMENTAL IMPLICATIONS

There are no environmental implications.

ALTERNATIVES

Halifax Regional Council could choose to not award RFP # P15-328, Consulting Services in the Support of the Regional Centre Plan. This is not recommended as the timeline of the project would be significantly impacted without this consulting support and expertise.

ATTACHMENTS

None

A copy of this report can be obtained online at <http://www.halifax.ca/council/agendasc/cagenda.php> then choose the appropriate meeting date, or by contacting the Office of the Municipal Clerk at 902.490.4210, or Fax 902.490.4208.

Report Prepared by: Jacob Ritchie, Urban Design Manager, 902.490.6510

Procurement Review:

Holly Fancy, Manager, Procurement, 902.490.4200

Report Approved by:

Bob Bjerke, Director, Planning and Development, 902.490.1627