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Halifax Regional Council
March 25, 2003

TO: Mayor Kelly and Members of Halifax Regional Council

SUBMITTED BY:


George McLellan, Chief Administrative Officer


Dan English, Deputy Chief Administrative Officer

DATE: March 14, 2003

SUBJECT: Award RFP 03-150 Architectural Design Services - Phase I Integrated Telecommunications and Dispatch Centre

ORIGIN

Proposed 2003/04 Capital Budget Account CB200516 for Integrated Dispatch and Telecommunications Project.

RECOMMENDATION

It is recommended that RFP 03-150 - Architectural Design Services - Phase I Integrated Telecommunications and Dispatch Centre be awarded to the highest ranking evaluated proposal, John Doucet Architects Limited for a cost of \$91,500, plus net HST for a total of \$97,382.54 from Capital Account CB200516, with funding authorized as per the Budget Implications section of this report, and pending Council approval of the 2003/04 Capital Budget.

BACKGROUND

In keeping with Council's mission to ensure that HRM Programs and services contribute to the high quality of life in the community and in support of safe communities and excellence in service delivery, staff have undertaken a number of related projects. These projects will form an important foundation piece for the **Integrated City** and include :

- ▶ **The CAD/RMS (computer Aided dispatch/Records Management) Project**
- ▶ **The Civic Address Project**
- ▶ **The TMR (Trunk Mobile Radio) Project**
- ▶ **The IDTC (Integrated Dispatch Telecommunications) Project**

Phase I of the Integrated Dispatch Telecommunications Centre will see the design and build out of the last remaining undeveloped section of the main floor of the Eric Spicer Municipal Building at 21 Mount Hope Avenue, Dartmouth. The facility will provide a new home for HRM existing 911 Centre as well as provide capacity to allow HRM to carry out all emergency call taking and dispatch services for Fire and Emergency Services, Regional Police Services and our partners in the RCMP. In addition, the facility will provide the space required to adequately provide for redundant systems required for 911, security systems and the future expansion that is likely to be required in a growing community.

It is expected the design and construction phase will be completed in May 2004 and the timing of the Records Management System and the Computer Assisted Dispatch projects have been adjusted to coincide with the construction phase.

The combined elements of this project will become an important cornerstone of the Integrated City.

DISCUSSION

Proposals were received from the following consultants:

Architech-Hebert
AFM
AMEC
CBCL
John K. Dobbs
John Doucet

An evaluation team consisting of staff of Real Property and Asset Management, Recreation Culture and Heritage, and Procurement evaluated the proposal on the following basis:

- Expertise of firm
- Proposed Methodology
- Submission Quality
- Fee Proposal

The final scoring for each firm is as follows:

Company	Scoring (max. 100)
John Doucet	83.6
AMEC	81.2
AFM	78.6
CBCL	77.7
John K. Dobbs	75.8
Architech-Hebert	73.7

Attachment "A" provides the detailed breakdown of the total scoring and fees. Proposals were evaluated on the basis of combined fees for Phase I (emergency dispatch build out) and Phase II (non emergency dispatch build out) of the project. However, this contract award is only for Phase I work identified in the 2003/04 Capital Budget. Award of the Phase II consulting work is contingent upon Council approval of future year budget submissions. At that time HRM has the option, but is not obligated, to award the second phase to the current successful proponent. This is a fixed price award.

BUDGET IMPLICATIONS

Budget Summary Project CB200516 - Integrated Dispatch and Telecommunications Project

Cumulative Unspent Budget	\$3,050,000.00
Less: Tender 03-150	<u>97,382.54</u>
Uncommitted Budget	\$ 2,952,617.46

The availability of funds has been confirmed by Financial Services.

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

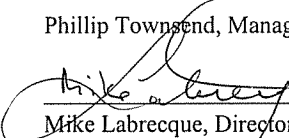
Council can choose to not approve this award. This is **not** the recommended alternative. This would effectively cancel this project as the renovations of this space are of a complex nature and require external architectural and engineering consulting services.

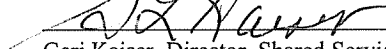
ATTACHMENTS

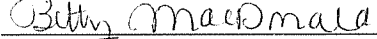
Appendix 'A' - Proposal Evaluation RFP #03-150

Additional copies of this report, and information on its status, can be obtained by contacting the Office of the Municipal Clerk at 490-4210, or Fax 490-4208.

Report Prepared by: Phillip Townsend, Manager Capital Projects, Real Property and Asset Management, 490-7166

Report Approved by: 
Mike Labrecque, Director, Real Property and Asset Management 490-4851

Report Approved by: 
Geri Kaiser, Director, Shared Services 490-4630

Report Approved by: 
Betty MacDonald, General Manager Governance, Economic Development, Strategic Initiatives
490-4769

APPENDIX A
PROPOSAL EVALUATION

HALIFAX REGIONAL MUNICIPALITY

**ARCHITECTURAL DESIGN SERVICES - PHASE I INTEGRATED TELECOMMUNICATIONS
AND DISPATCH CENTRE**

PROPOSAL EVALUATION RFP # 03-150

PROPOSAL: ARCHITECTURAL DESIGN SERVICES
PHASE I INTEGRATED DISPATCH AND TELECOMMUNICATIONS CENTRE

EVALUATED BY: REAL PROPERTY AND ASSET MANAGEMENT AND PROCUREMENT

CRITERIA	MAX. SCORE	SUBMISSION					
		John Doucet	AMEC	AFM	CBCL	John K. Dobbs	Architech-Hebert
1. EXPERTISE OF FIRM, PROJECT TEAM AND ORGANIZATION AND PERSONNEL * TEAM COMPOSITION * RELEVANT EXPERIENCE * ORGANIZATION & PERSONNEL * REFERENCE CHECKS	40	29.9	35.3	33.2	29.7	32.3	29.5
2. PROPOSED METHODOLOGY * APPROACH TO SCOPE OF SERV. * MANAGEMENT OF PROJECT * WORK PLAN	25	20	22.7	21.7	20.7	19.0	18.7
3. SUBMISSION QUALITY	5	3.7	4.3	4.5	4.0	3.7	3.3
4. FEE PROPOSAL* *inclusive of net HST	Phase I	\$97,382.54	\$142,082.72	\$142,614.86	\$121,690.92	\$146,872.02	\$110,249.80
	Phase II	\$63,857.40	\$78,757.46	\$76,628.88	\$75,564.59	\$63,857.40	\$93,044.49
	Total	\$161,239.94	\$220,840.18	\$219,243.74	\$197,255.51	\$210,729.42	\$203,294.29
	30	30	18.9	19.2	23.3	20.8	22.2
TOTAL		83.6	81.2	78.6	77.7	75.8	73.7
RANKING		1	2	3	4	5	6