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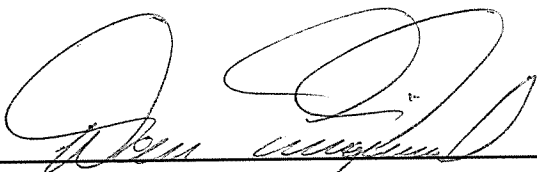


PO Box 1749  
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**Halifax Regional Council**  
**November 25, 2003**

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

**SUBMITTED BY:**

  
\_\_\_\_\_  
Dan English, Acting Chief Administrative Officer

**DATE:** November 14, 2003

**SUBJECT:** **Consultant Award - Beaver Bank Servicing, Phase 4D, 4E and  
Water Reservoir, RFP 03-322**

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**ORIGIN**

2003/04 Approved Capital Budget.

**RECOMMENDATION**

It is recommended that RFP 03-322 consultant design and engineering services, Beaver Bank Servicing, Phase 4D, 4E and Water Reservoir be awarded to the highest ranking proponent, CBCL Limited, for a cost of \$119,520, plus net HST for a total of \$127,204 with funding from Capital Account No.CGU00385, Beaver Bank Servicing, Phase 4D as per the Budget Implications section of this report.

## **BACKGROUND**

The Halifax Regional Municipality in cooperation with the Federal and Provincial Governments under the Canada-Nova Scotia Infrastructure Program have provided funding to construct sanitary sewer, storm sewer and water distribution systems in the Beaver Bank Area. The design work of phases 4D, 4E and the water reservoir requires the services of consultant. The purpose of this report is to award the design work to a consultant.

## **DISCUSSION**

Terms of Reference outlining the scope of work were prepared and a Request for Proposals was advertised and closed on October 17, 2003. Five (5) proposals were received from the following:

1. AMEC E&C Services Limited
2. CBCL Limited
3. Dillon Consulting
4. O'Halloran Campbell Consultants Limited
5. Terrain Group Inc.

The consultant evaluation process took place on October 30, 2003. The evaluation team consisted of staff from Design Services (PW&T), Halifax Regional Water Commission (HRWC), and Procurement (Financial Services). The criteria used for the evaluation of the proposals included: project team, firm's experience on similar works and performance on past HRM projects, understanding of the scope of works and methodology to complete the works, considerations of options, project schedule and fees, as well as overall proposal quality and compliance with the Terms of Reference.

The final scoring for each firm is as follows:

<b>Company</b>	<b>Scoring (max. 1000)</b>
AMEC E&C Services Limited	552.5
CBCL Limited	865
Dillon Consulting	765
O'Halloran Campbell Consultants Limited	751
Terrain Group Inc.	830

Appendixes "A" and "B" provide the detailed breakdown of the total scoring and fees.

Following the design of this project and approval by Nova Scotia Department of Environment and Labour, tenders can be issued for construction in early 2004.

### **BUDGET IMPLICATIONS**

Funding for this project in the amount of \$119,520, plus net HST for a total of \$127,204 is available in the 2003/04 Approved Capital Budget, Account No. CGU00385, Beaver Bank Servicing, Phase 4D. The budget availability has been approved by Financial Services.

#### **Budget Summary:**

<b>Account No. CGU00385, Beaver Bank Servicing, Phase 4D</b>	
Cumulative Unspent Budget	\$4,499,823.00
<b>Less: RFP 03-322</b>	<u>\$ 127,204.00</u>
	\$4,372,619.00

The remaining funds in this account are required for the construction phase of this project.

### **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 and supports the corporate scorecard themes on Healthy, Sustainable Vibrant Communities and Excellence in Service Delivery.

Environmental Management Services, who co-ordinated the development of the project and its inclusion in the Capital budget, have reviewed this report and concur with its recommendations.

### **ALTERNATIVES**

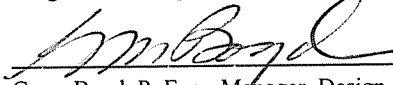
There are no recommended alternatives.

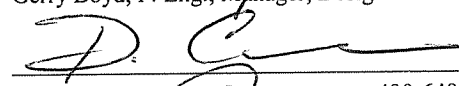
ATTACHMENTS

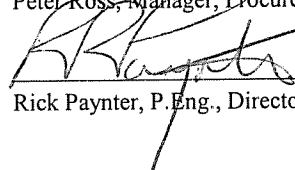
- Appendix A - Proposal Evaluation Criteria.
- Appendix B - Proposal Fees

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.

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Report Approved by:   
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Report Approved by:   
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Rick Paynter, P. Eng., Director, Public Works and Transportation Services at 490-4855

GR/bhs

**APPENDIX A : PROPOSAL EVALUATION CRITERIA**

<b>HALIFAX REGIONAL MUNICIPALITY</b>						
<b>RFP 03-322</b>						
<b>Beaver Bank Servicing, Phase 4D, 4E and Water Reservoir</b>						
Criteria	Max Score	AMEC	CBCL	Dillon	O'Halloran	Terrain
Project Team	100	75	85	72.5	82.5	67.5
Previous Experience	100	60	87.5	75	80	75
Past Experience on HRM Projects	100	62.5	85	80	77.5	70
Understanding of Project	150	92.5	140	105	115	130
Methodology	150	112.5	130	110	115	127.5
Consideration of Options/Solutions	100	70	90	65	70	72.5
Work Schedule	50	37.5	42.5	40	35	45
Fee Schedule	200	10	160	180	140	200
Overall Proposal Quality & TOR Compliance	50	32.5	45	37.5	36	42.5
<b>TOTAL</b>	<b>1000</b>	<b>552.5</b>	<b>865</b>	<b>765</b>	<b>751</b>	<b>830</b>
<b>RANKING</b>		<b>5</b>	<b>1</b>	<b>3</b>	<b>4</b>	<b>2</b>

Appendix B: Proposal Fees

Halifax Regional Municipality

RFP 03-322

Beaver Bank Servicing, Phase 4D & E and Reservoir

Consultant	Design Fees
AMEC	\$205,690.01
CBCL	\$127,203.94
Dillon	\$116,908.00
O'Halloran	\$137,719.13
Terrain	\$106,348.11

Notes: All costs include net HST