

HALIFAX

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

Item No. 15.1.1
Halifax Regional Council
May 14, 2019

TO: Mayor Savage and Members of Halifax Regional Council

SUBMITTED BY: Original Signed by 
Jacques Dubé, Chief Administrative Officer

DATE: April 23, 2019

SUBJECT: Award - RFP 19-163; Scotiabank Centre Video Production Control Room Replacement

ORIGIN

The approved 2019/20 Capital Budget, Supplemental Report Page A50 (Scotiabank Centre – CB000028). This project account includes recapitalization of the Scotiabank Centre.

LEGISLATIVE AUTHORITY

79A (1) Subject to subsections (2) to (4), the Municipality may only spend money for municipal purposes if (a) the expenditure is included in the Municipality's operating budget or capital budget or is otherwise authorized by the Municipality;

The recommended contract award complies with all the pre-requisites for awarding contracts as set out in section 34 of Administrative Order 2016-005-ADM, the *Procurement Administrative Order*.

Section 36 of the *Procurement Administrative Order*, provides that Halifax Regional Council may approve contract awards of any amount.

RECOMMENDATION

It is recommended that Halifax Regional Council award RFP- 19-163, Scotiabank Centre Video Production Control Room Replacement to the highest scoring proponent, Matrix Video Communications Corp., for a total price of \$1,250,602 (HST fully refundable) with funding from CB000028 - Scotiabank Centre, as outlined in the Financial Implications section of this report.

BACKGROUND

HRM is undergoing a multi-year multi-phase recapitalization program for Scotiabank Centre. To date, upgrades have included new ice slab, new seats, new roof, new basketball floor, upgraded concourse and mezzanine washrooms, new grab bars, exterior repairs, an LED lighting upgrade. Improvements recently completed include ice level washroom upgrades and domestic hot water upgrades. Planned improvements include scoreboard replacement, video production replacement, additional exterior repairs and mechanical & electrical infrastructure recapitalization. The recapitalization program has been supported by the sale of the naming rights approved by Regional Council on June 24, 2014.

The video production system is outdated standard definition (SD) technology which has been added to over the years. The new system will be high definition (HD) and will be supplied and installed with new electrical infrastructure to current day broadcast standards.

The new Video Production Control Room (VPCR) will be the central hub for the in-house HD video production and will house the VPCR operating system. It will receive audio and video feeds from the mobile production trucks, its own cameras, satellite and/or cable boxes, the Sound Reinforcement System, and the local radio feeds. The VPCR will also generate feeds to be displayed throughout the arena on monitors and speakers in suites, general concourse areas, various media centre booths, and the new scoreboard.

This RFP #19-163 covers replacement of the Video Production & Control Room and cameras. At time of this report, the RFP #19-162 for replacement scoreboard was pending award approval in the amount of \$1,199,877 (HST fully refundable). Separate tender packages for structural works (19-164) and electrical works (19-165) are also pending award.

DISCUSSION

RFP 19-163 for Scotiabank Centre Video Production Control Room Replacement was posted to the Province of Nova Scotia's Procurement website on March 21, 2019 and closed on April 11, 2019. Proposals were received from the following companies:

Proponents
United Systems Integration
Matrix Video Communications Corp.
Applied Electronics

A team consisting of staff from Corporate & Customer Services and facilitated by Procurement, evaluated the proposals based on the criteria listed in Appendix A – Evaluation Criteria/Scoresheet.

The RFP was scored using a two-envelope process. Envelope one (1) was the technical component of the RFP (communication skills, team composition and experience, understanding of the Municipality's needs, business/technical solution, project management methodology). Envelope two (2) was the financial component of the RFP. Only those proponents that received 75 percent or greater from envelope one (1) had their envelope two (2) opened and evaluated.

Two proponents were disqualified due to not complying with the submission requirements. The final scores of the proponents that met the technical score are as follows:

Proponent	Score (Max 100)
* Matrix Video Communications Corp.	96.5

*Recommended Proponent

Scope and Schedule:

The scope of this RFP includes all services associated with replacement of the Video Production Control Room equipment and cameras, including design, installation, testing, commissioning and training.

Work is planned to commence immediately following award and the project planned to be complete prior to the first event of September 24.

FINANCIAL IMPLICATIONS

Based on the bid price of \$1,250,602 (HST fully refundable) funding is available in the Approved 2019/20 Capital Budget from Project No. CB000028 – Scotiabank Centre. The budget availability has been confirmed by Finance.

Budget Summary:	<u>Project No. CB000028 – Scotiabank Centre</u>	
	Cumulative Unspent Budget	\$ 3,236,864
	Less: RFP No. 19-163	<u>\$ 1,250,602</u>
	Balance	\$ 1,986,262

This project was estimated at \$1,050,000.

RISK CONSIDERATION

Delay of award, delay of delivery or delays or supporting infrastructure work could have impact on planned events. HRM staff have regular meetings with Events East executive to communicate up to date timelines and project risks.

COMMUNITY ENGAGEMENT

N/A

ENVIRONMENTAL IMPLICATIONS

There are no environmental implications.

ALTERNATIVES

Regional Council may choose not to approve the recommendation in the report, however, this is not recommended as the upgrades to the video production and scoreboard are part of planned recapitalization to ensure reliability and improve marketability and advertising.

ATTACHMENTS

Appendix A – Evaluation Criteria/Scoresheet

A copy of this report can be obtained online at halifax.ca or by contacting the Office of the Municipal Clerk at 902.490.4210.

Report Prepared by: John W. MacPherson, Manager, Corporate Facility Design & Construction, 902.209.0763

Report Approved by: Original Signed
John W. MacPherson, Manager, Corporate Facility Design & Construction, 902.209.0763

Procurement Approved by: Original Signed
Jane Pryor, Manager, Procurement, 902.490-4200

Report Approved by: Original Signed by 
Jerry Blackwood, Director, Corporate and Customer Services, 902.490.6308

**Appendix A
Evaluation Scoresheet**

Category	Overview	Max score	Matrix Communications
Project References	*Sector specific experience	20	18.7
Project Methodology	<ul style="list-style-type: none"> • Understanding • Acceptable proposed schedule and work plan • Value add propositions • Attention to relevant challenges 	2.5	2.2
Key Staff	<ul style="list-style-type: none"> • Experience of project lead • Key team members skills and education • Demonstrated history of team 	2.5	2.3
Product and Equipment - Technical Solution	<ul style="list-style-type: none"> ▪ A complete and comprehensive solution • Address all the business and technical aspects 	15	15.0
Integration and Installation	<ul style="list-style-type: none"> ▪ Detailed plans • Proposed communication methods • Quality Assurance standards and practices 	25	23.3
Warranty	<ul style="list-style-type: none"> ▪ Warranty statement regarding all components 	5	5.0
<i>Subtotal</i>			
<i>(Technical Proposal)</i>		70	66.5

Cost	Delivery of Services	30	30
Total Score		100	96.5
Cost (no HST)			\$1,250,602