



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

**Item No. 2**  
**Audit and Finance Standing Committee**  
**March 20, 2024**

**TO:** Chair and Members of Audit and Finance Standing Committee

**SUBMITTED BY:** **-ORIGINAL SIGNED-**

\_\_\_\_\_  
Cathie O'Toole, Chief Administrative Officer

**DATE:** January 2, 2024

**SUBJECT:** **CAO Contract Amendment Report**

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**INFORMATION REPORT**

**ORIGIN**

This report originates from the ratification of a new Procurement policy 2022-012-ADM in November 2022. The Policy states the CAO may approve and sign contract amendments that exceed the thresholds detailed below, provided that the CAO must submit a report including the details of such contract amendments at the next scheduled meeting of the Audit & Finance Standing Committee.

**LEGISLATIVE AUTHORITY**

**Administrative Order Number 2022-012-ADM, the Procurement Policy**

32(7) The approval and signing authority limits for cumulative contract amendments are as follows:

<b>Position</b>	<b>Approval Authority</b>
CAO	(a) \$20,000 or (b) a 20% increase to the originally approved contract amount, whichever is greater.
CAO (with reporting to Audit & Finance)	The CAO may approve and sign contract amendments that exceed the thresholds above, provided that the CAO must submit a report including the details of such contract amendments at the next scheduled meeting of the Audit & Finance Standing Committee.

**BACKGROUND**

The purpose of this report is to provide a listing of all CAO approved Contract Amendment Reports.

2022-012-ADM allows for the CAO to approve and sign amendments that exceed the threshold of 20% or \$20,000, provided that the CAO must submit a report including the details of such contract amendments at the next scheduled meeting of the Audit and Finance Standing Committee.

## **DISCUSSION**

All CAO contract amendment reports recorded in Attachment 1 are available for viewing from the Procurement Department. This excludes reports that are marked Private & Confidential.

## **FINANCIAL IMPLICATIONS**

The financial implications, including budget details and account details are in the Financial Implications section of the individual reports as outlined in Attachment 1, and available on file in the Procurement Department.

## **COMMUNITY ENGAGEMENT**

No community engagement was required.

## **ATTACHMENTS**

Attachment 1 – List of approved CAO Contract Amendments.

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A copy of this report can be obtained online at [halifax.ca](http://halifax.ca) or by contacting the Office of the Municipal Clerk at 902.490.4210.

Report Prepared by: Jane Pryor/Director, Procurement/Finance and Asset Management 902.292.3128

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## Approved CAO Contract Amendment Reports

Name	Original PO Awarded Amount	Value of Amendment	Updated Value of PO	% of Increase	Reason for Increase
CAO Contract Amendment 22-5036 Functional Plan for Wyse Road to Alderney Landing Active Transportation facility - IMP AAA Network	\$49,082	\$45,782	\$94,864	93%	The Alderney Landing Functional Plan project is considering options to implement an "All Ages and Abilities" facility for people bicycling between Alderney Landing and the Macdonald Bridge in Dartmouth, including Alderney Drive, and Wyse Road. As planning progressed and the many complexities of the options were better understood and as technical committee feedback and data were received, the need for additional work was identified.
CAO Contract Amendment PO #2070863796 Consulting Services for East Dartmouth Community Centre Interior Renovation	\$99,248	\$26,660	\$125,908	27%	In December 2022, Facility Design and Construction, together with Parks and Recreation, engaged IBI Group to design renovations to the existing East Dartmouth Community Centre. Changes in scope of work during the design period, so the scope of work for IBI Group has now increased to include coordination of the landscape work with the landscape consultant as well as additional contract administration during construction.
CAO Contract Amendment PO #2070877743 Consulting Services for Metropolitan Field Washroom Facility	\$75,549	\$29,310	\$104,859	38.8%	Metropolitan Field Washroom Facility was destroyed by fire in September 2020. The field has been without permanent washrooms since that time. In April 2022, IBI Group was hired to design the new facility. The project has been delayed due to weather, availability of trades and supply delays. This delay has caused an increase in the contract administration costs. In addition, HRM requested IBI Group to design an external, built-in four-stream waste receptacle.
CAO Contract Amendment PO #2070891329 Former Red Cross Building	\$65,629	\$37,258	\$102,887	57%	After a process of consultation with the Mi'kmaw Native Friendship Society (MNFS), Halifax Regional Council, on June 14, 2022, categorized the property as Community Interest. Council directed staff to initiate the process to demolish the former Red Cross building, allowing the property's conveyance to MNFS as vacant. Staff has recommended an increase for changes to the contracted scope of work, for additional part time site monitoring for contaminated soil removal plus an additional contingency allowance for potential future contaminated soil removal if acceptable levels of contaminants are still exceeded; requiring additional contract administrative costs.

<p>CAO Contract Amendment PO #2070902484 – Wharf Repair Project Phase 2</p>	<p>\$204,361</p>	<p>\$140,598</p>	<p>\$344,959</p>	<p>69%</p>	<p>Halifax Regional Municipality owns various waterfront facilities including docks, piers, and wharves. These facilities need repairs to maintain the useful life of the asset as well as the safety of users. The majority of this work was completed by Acadia Marine and Diving Ltd. Acadia Marine and Diving Ltd., started, but was unable to complete the contract, and the balance of work was completed under the performance bond by Western Surety.</p>
<p>CAO Contract Amendment PO #2070898658 Removal and Reinstallation at Dartmouth North Community Centre</p>	<p>\$8,890</p>	<p>\$22,396</p>	<p>\$31,286</p>	<p>252%</p>	<p>In 2023, Bell Aliant was engaged to complete the removal and reinstallation of the internet end user demarcation equipment as part of a renovation at the Dartmouth North Community Centre. This facility was renovated as two separate projects in recent years and during those renovations the design scopes failed to capture these specific requirements. Staff have recommended an increase to Bell Aliant, PO 2070898658, for additional demarcation equipment removal, reinstallation, additional cabling, and labour.</p>



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## CAO Contract Amendment Report

**APPROVED BY:** Original Signed  
Cathie O'Toole, Chief Administrative Officer

**APPROVAL DATE:** February 28, 2024

**SUBJECT:** CAO Contract Amendment - PO 2070902484 – Wharf Repair Project Phase 2

### ORIGIN

This report originates from a need to increase the contract beyond 15% or \$15,000 of its' original value.

### LEGISLATIVE AUTHORITY

#### Halifax Regional Municipality Charter, S.N.S 2008, c.39:

Section 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;
- (b) the expenditure is in respect of an emergency under the Emergency Management Act; or
- (c) the expenditure is legally required to be paid.

#### Administrative Order Number 2022-012-ADM, the Procurement Policy

32(7) The approval and signing authority limits for cumulative contract amendments are as follows:

<b>Position</b>	<b>Approval Authority</b>
DCAO or Executive Director (or their delegate)	(a) \$15,000; or (b) a 15% increase to the originally approved contract amount, whichever is greater.
CAO	(a) \$20,000 or (b) a 20% increase to the originally approved contract amount, whichever is greater.
CAO (with reporting to Audit & Finance)	The CAO may approve and sign contract amendments that exceed the thresholds above, provided that the CAO must submit a report including the details of such contract amendments at the next scheduled meeting of the Audit & Finance Standing Committee.
Council	Any amount

## RECOMMENDATION

It is recommended that the Chief Administrative Officer approve an increase to contract with Western Surety (PO 2070902484) in the amount of \$102,464 (net HST included) with funding from Project No. CB000087 – Wharf Recapitalization, as outlined in the Financial Implications section of this report.

## BACKGROUND

Halifax Regional Municipality owns various waterfront facilities including docks, piers, and wharves. The general boating public use these assets to dock their boats and enjoy downtown Halifax and Dartmouth. Various events and celebrations are hosted on the downtown waterfront and take place on these structures. These facilities need repairs to maintain the useful life of the asset as well as the safety of users. Additionally, repairs improve the climate resiliency of the assets to better withstand the expected increase in severe weather events.

This contract completed repair work started in 2020 on Alderney Landing in Dartmouth. The Alderney wharfs were extensively repaired by specialized contractors both above and below the water surface.

This work was publicly tendered as 21-163 Alderney Wharf Repairs – Phase 2, in 2021. The majority of this work was completed by Acadia Marine and Diving Ltd. PO 2070865993 for \$1,652,787 (net HST included). Acadia Marine and Diving Ltd., started, but was unable to complete the contract, and the balance of work was completed under the performance bond by Western Surety PO 2070902484 for \$204,360.70 (net HST included).

The contract increase reconciles the tendered *estimated* quantities of work vs the *actual* quantity of work performed. This reconciliation of work quantity is required, and at HRM's expense, as the work was tendered and performed as a unit price contract.

## DISCUSSION

Staff has recommended an increase to Western Surety PO 2070902484 for changes to the contracted scope of work, as per Background section, as follows:

PO Award (net HST included)	\$ 204,360.70
CO increases approved to date (net HST included)	\$ 38,134.23
<b>Request for increase (net HST included)</b>	<b><u>\$ 102,464.06</u></b>
New Contract Value (net HST included)	\$ 344,958.99

The request for increase is a 69% total increase to the Western Surety contract value (net HST included). This request would be a 7.5% increase to the entire contract value of \$1,857,047 (net HST included), composed of \$1,652,787 for Acadia Marine and \$204,260 for Western Surety.

## FINANCIAL IMPLICATIONS

Funding is available from Project No. CB000087 – Wharf Recapitalization. The budget availability has been confirmed by Finance.

Budget Summary:	<u>Project Account No. CB000087 – Wharf Recapitalization</u>
	Cumulative Uncommitted Budget \$958,412
	<b>Less: Increase to PO 2070902484 <u>\$102,464</u></b>

Balance \$855,948

The balance of funds will be used for recapitalization of phase 3 of the wharf recapitalization.

This project was estimated in the Approved 2021/22 Capital Budget at \$3,000,000. The total project costs were \$1,895,282 (net HST included).

**RISK CONSIDERATION**

There are no significant risks associated with the recommendation in this report.

**ENVIRONMENTAL IMPLICATIONS**

There are no known environmental implications associated with the recommendation in this Report.

**SOCIAL VALUE**

No social value was identified in the original tender based on the time of issue.

**ALTERNATIVES**

The CAO could choose not to increase the amount for this contract.

**ATTACHMENTS**

None.

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A copy of this report and information on its status can be obtained by contacting the Procurement Office at 902.490.4170, or Fax 902.490.6425.

Report Prepared by: Greg MacKay, Project Manager, Facility Design & Construction, Property Fleet and Environment, 902.233.5171

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## CAO Contract Amendment Report

**APPROVED BY:** Original Signed  
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Cathie O'Toole, Chief Administrative Officer

**APPROVAL DATE:** February 16, 2024

**SUBJECT:** **CAO Contract Amendment - PO 2070863796 Consulting Services for East Dartmouth Community Centre Interior Renovation**

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### **ORIGIN**

This report originates from a need to increase contract PO 2070863796 - Consulting Services for East Dartmouth Community Centre Interior Renovation, beyond 20% of its original award.

### **LEGISLATIVE AUTHORITY**

#### **Halifax Regional Municipality Charter, S.N.S 2008, c.39:**

Section 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;
- (b) the expenditure is in respect of an emergency under the Emergency Management Act; or
- (c) the expenditure is legally required to be paid.

#### **Administrative Order Number 2022-012-ADM, the Procurement Policy**

32(7) The approval and signing authority limits for cumulative contract amendments are as follows:

<b>Position</b>	<b>Approval Authority</b>
DCAO or Executive Director (or their delegate)	(a) \$15,000; or (b) a 15% increase to the originally approved contract amount, whichever is greater.
CAO	(a) \$20,000 or (b) a 20% increase to the originally approved contract amount, whichever is greater.
CAO (with reporting to Audit & Finance)	The CAO may approve and sign contract amendments that exceed the thresholds above, provided that the CAO must submit a report including the details of such contract amendments at the next scheduled meeting of the Audit & Finance Standing Committee.

Council	Any amount
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**RECOMMENDATION**

It is recommended that the Chief Administrative Officer approves an increase of \$11,784 (net HST included) for Consulting Services for East Dartmouth Community Centre Interior Renovation, RFQ 21-1113, PO 2070863796, with IBI Group (Arcadis), with funding from CB220001 – Community Recreation Facilities Recapitalization as outlined in the Financial Implications section of this report.

**BACKGROUND**

In December 2022, Facility Design and Construction, together with Parks and Recreation engaged IBI Group to design renovations to the existing East Dartmouth Community Centre. There was a desire to create a more open and welcoming main entrance leading to the reception desk to improve visitor control and awareness. In addition, there was a need to re-plan the balance of the existing lobby and to re-define the existing adjacent breakout spaces to optimize their use. Finally, there was desire to capture the exterior volume of the existing green roof space to redevelop into new interior space including new roof structure, floors, and windows.

Changes in scope of work during the design period included the addition of a new folding wall and a small meeting space. The total value of approved changes to date is \$14,876 (net HST included) which represents a cumulative increase of 14.99%.

During this time a separate project was undertaken to design and build a new external concrete pad, stairs, pathway, and planter boxes by a separate landscape consultant. This project design was completed, however, there has been difficulty in securing a contractor to complete the work. These two projects have since merged to allow for increased competitive bidding. The scope of work for IBI Group has now increased to include coordination of the landscape work with the landscape consultant as well as additional contract administration during construction.

In accordance with section 32(7) of the Procurement Policy, notice of this contract amendment will be reported to the next scheduled meeting of the Audit & Finance Standing Committee.

**DISCUSSION**

Staff have recommended an increase to IBI Group (Arcadis), PO 2070863796, for changes to the contracted scope of work in the amount of \$11,784 (net HST included).

A summary of the changes are as follows:

Budget Summary: PO Award (net HST included)	\$ 99,248
CO increases approved to date (net HST included)	\$ 14,876
<b>Request for Increase (net HST included)</b>	<b><u>\$ 11,784</u></b>
New Contract Value (net HST included)	\$125,908

The total amount of changes (approved and pending) is \$26,660 (Net HST included), which represents a cumulative increase of 27%.

**FINANCIAL IMPLICATIONS**

Funding in the amount of \$11,784 (net HST included) is available from Project Account No. CB220001 Community Recreation Facilities Recapitalization. The budget availability has been confirmed by Finance.

Budget Summary:

<u>Project Account No. CB220001 – Community Recreation Facilities Recapitalization</u>	
Cumulative Uncommitted Budget	\$2,301,802
<b>Less: Contract Amendment #2070863796</b>	<b><u>\$ 11,784</u></b>
Balance	\$2,290,018

The balance of funds will be used for recapitalization and state of good repair work at community recreation facilities.

**RISK CONSIDERATION**

No risk considerations were identified.

**ENVIRONMENTAL IMPLICATIONS**

No environmental implications were identified.

**SOCIAL VALUE**

No social value was identified in the original tender based on the time of issue.

**ALTERNATIVES**

The CAO could choose to not approve the recommendation.

**ATTACHMENTS**

None

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A copy of this report and information on its status can be obtained by contacting the Procurement Office at 902.490.4170, or Fax 902.490.6425.

Report Prepared by: Shauna Blundon, Project Manager 902.292.4080, Facility, Design & Construction; Property, Fleet & Environment.

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## CAO Contract Amendment Report

**APPROVED BY:** Original Signed \_\_\_\_\_

John Traves, K.C., Acting Chief Administrative Officer

**APPROVAL DATE:** February 20, 2024

**SUBJECT:** **CAO Contract Amendment Report - PO 2070877743 Consulting Services for Metropolitan Field Washroom Facility**

### **ORIGIN**

This report originates from a need to increase contract PO 2070877743 - Consulting Services for Metropolitan Field Washroom Facility.

### **LEGISLATIVE AUTHORITY**

#### **Halifax Regional Municipality Charter, S.N.S 2008, c.39:**

Section 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;
- (b) the expenditure is in respect of an emergency under the Emergency Management Act; or
- (c) the expenditure is legally required to be paid.

#### **Administrative Order Number 2022-012-ADM, the Procurement Policy**

32(7) The approval and signing authority limits for cumulative contract amendments are as follows:

<b>Position</b>	<b>Approval Authority</b>
DCAO or Executive Director (or their delegate)	(a) \$15,000; or (b) a 15% increase to the originally approved contract amount, whichever is greater.
CAO	(a) \$20,000 or (b) a 20% increase to the originally approved contract amount, whichever is greater.
CAO (with reporting to Audit & Finance)	The CAO may approve and sign contract amendments that exceed the thresholds above, provided that the CAO must submit a report including the details of such contract amendments at the next scheduled meeting of the Audit & Finance Standing Committee.

Council	Any amount
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**RECOMMENDATION**

It is recommended that the Chief Administrative Officer approves an increase of \$18,125 for Consulting Services for Metropolitan Field Washroom Facility, PO 2070877743, with IBI Group, with funding from CB200010 – Regional Park Washrooms as outlined in the Financial Implications section of this report.

**BACKGROUND**

Metropolitan Field Washroom Facility was destroyed by fire in September 2020. The field has been without permanent washrooms since that time. The community requires a more permanent facility to encourage increased use of the field and surrounding trails. The new facility will have four gender neutral washrooms, one will be fully accessible. In addition, the irrigation system for the field will be automated and included in the new building.

In April 2022, IBI Group was hired to design the new facility. During the design period, consultants were asked to design the building to be net zero ready, add solar panels; add a scoreboard; and update specifications accordingly. Once the construction contract was awarded, additional support from the consultants for contract administration including additional site visits, report writing and clarification of drawings was required resulting in additional work and costs. The total amount of approved changes to date is \$11,185 (net HST included) which represents a cumulative increase of 14.8%

In accordance with section 32(7) of the Procurement Policy, notice of this contract amendment will be reported to the next scheduled meeting of the Audit & Finance Standing Committee.

**DISCUSSION**

The project has been delayed due to weather, availability of trades and supply delays. This delay has caused an increase in the contract administration costs. In addition, HRM requested IBI Group to design an external, built-in four-stream waste receptacle.

Staff have recommended an increase to IBI Group PO 2070877743 for the extended construction schedule and changes to the contracted scope of work in the amount of \$18,125 (net HST included).

A summary of the changes are as follows:

Budget Summary: PO Award (net HST included)	\$ 75,549
CO increases approved to date (net HST included)	\$ 11,185
<b>Request for Increase (net HST included)</b>	<b><u>\$ 18,125</u></b>
New Contract Value (net HST included)	<u>\$104,859</u>

The total amount of changes (approved and pending) is \$29,310 (Net HST included), which represents a cumulative increase of 38.80%.

**FINANCIAL IMPLICATIONS**

Budget Summary: Project Account No. CB200010 – Regional Park Washrooms

Cumulative Uncommitted Budget	\$397,058
<b>Less: Contract Amendment #2070877743</b>	<b><u>\$ 18,125*</u></b>
Balance	\$378,933

The balance of funds will be used for recapitalization work identified in the Approved Capital plan.

**RISK CONSIDERATION**

No risk considerations were identified.

**ENVIRONMENTAL IMPLICATIONS**

No environmental implications were identified.

**SOCIAL VALUE**

No social value considerations were reviewed in the establishment of this purchase order.

**ALTERNATIVES**

The CAO could choose to not approve the recommendation.

**ATTACHMENTS**

None

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A copy of this report and information on its status can be obtained by contacting the Procurement Office at 902.490.4170, or Fax 902.490.6425.

Report Prepared by: Shauna Blundon, Project Manager 902.292.4080, Facility Design & Construction,  
Property, Fleet & Environment.

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Halifax, Nova Scotia  
B3J 3A5 Canada

## CAO Contract Amendment Report

**APPROVED BY:** Original Signed  
\_\_\_\_\_  
John Traves, K.C., Acting Chief Administrative Officer

**APPROVAL DATE:** February 20, 2024

**SUBJECT:** **CAO Contract Amendment Report – Increase to PO 2070891329, Former Red Cross Building**

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### **ORIGIN**

This report originates from a need to increase contract PO 2070891329.

### **LEGISLATIVE AUTHORITY**

#### **Halifax Regional Municipality Charter, S.N.S 2008, c.39:**

Section 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;
- (b) the expenditure is in respect of an emergency under the Emergency Management Act; or
- (c) the expenditure is legally required to be paid.

#### **Administrative Order Number 2022-012-ADM, the Procurement Policy**

32(7) The approval and signing authority limits for cumulative contract amendments are as follows:

<b>Position</b>	<b>Approval Authority</b>
DCAO or Executive Director (or their delegate)	(a) \$15,000; or (b) a 15% increase to the originally approved contract amount, whichever is greater.
CAO	(a) \$20,000 or (b) a 20% increase to the originally approved contract amount, whichever is greater.
CAO (with reporting to Audit & Finance)	The CAO may approve and sign contract amendments that exceed the thresholds above, provided that the CAO must submit a report including the details of such contract amendments at the next scheduled meeting of the Audit & Finance Standing Committee.
Council	Any amount

**RECOMMENDATION**

It is recommended that the Chief Administrative Officer approves an increase of \$8,000 (net HST included) to PO #2070891329 (RFP 22-170 - Consultant Services for the Demolition of the Former Red Cross Building- 1940 Gottingen Street) with Pinchin Ltd. with funding from CB230026 – Demolition of 1940 Gottingen Street as outlined in the Financial Implications section of this report.

**BACKGROUND**

The former City of Halifax (“the City”) acquired property (now referred as the Downtown Gateway block) from the federal government in 1966. The City then entered into a lease agreement with the Canadian Red Cross Society for approximately 1.2 acres of the Gateway block, upon which an office building was erected at 1940 Gottingen Street. Several decades later, the Red Cross Society (renamed Canadian Blood Services) moved to a new facility in Dartmouth; the former Red Cross building remained vacant since 2013, as it was deemed unoccupiable without significant capital investment. The property was then, in 2014, approved by Council as surplus to municipal requirements.

After a process of consultation with the Mi’kmaw Native Friendship Society (MNFS), Halifax Regional Council—on June 14, 2022—categorized the property as Community Interest (CI) pursuant to Administrative Order 50, Respecting the Disposal of Surplus Real Property. Council also invited the MNFS to apply to the CI process for consideration of a below-market-value transaction for the 1940 Gottingen Street property. The intended sale supports the Society’s construction of a new, architecturally iconic, and culturally significant, Mi’kmaw Native Friendship Centre (MNFC). In March 2023, following a public hearing, Council ratified the transaction by approving the terms and conditions of sale, thereby engaging MNFS in the spirit of truth and reconciliation.

Furthermore, as part of the approved motion of June 14, 2022, Council directed staff to initiate the process to demolish the former Red Cross building at 1940 Gottingen Street, allowing the property’s conveyance to MNFS as vacant. Subsequently, staff hired Pinchin in 2022 to further assess the environmental condition of the property and building, and to prepare specifications for its demolition.

In accordance with section 32(7) of the Procurement Policy, notice of this contract amendment will be reported to the next scheduled meeting of the Audit & Finance Standing Committee.

**DISCUSSION**

Staff has recommended an increase to PO #2070891329 – Pinchin Ltd. for changes to the contracted scope of work in the amount of \$2,712 (net HST included) for additional part time site monitoring for contaminated soil removal plus an additional \$5,288 (8.06% increase) contingency allowance for potential future contaminated soil removal if acceptable levels of contaminants are still exceeded; requiring additional contract administrative costs. The release of these contingency funds will be by approval of the PM and only if necessary.

A summary of the funding changes are as follows:

PO Award (net HST included)	\$ 65,629
CO increases approved to date	\$ 29,258
Request for Increase (net HST included)	<u>\$ 8,000</u>
New Contract Value (net HST included)	\$102,887

The total amount of changes (approved and pending) is \$37,258, which represents a cumulative increase of 56.77% to the original contract value of \$65,629.

### **FINANCIAL IMPLICATIONS**

<b>Budget Summary:</b>	<b><u>Project Account No. CB230026 – Demolition of 1940 Gottingen Street</u></b>	
	Cumulative Uncommitted Budget	\$1,276,271
	<b>Less: Contract Amendment #04</b>	<b><u>\$ 8,000</u></b>
	Balance	\$1,268,271

The balance of funds will be used for any unforeseen site conditions that may arise during demolition and site remediation. At the conclusion of the project, any remaining funds will be returned to Q421 - Options Reserve.

### **RISK CONSIDERATION**

There are no significant risks associated with the recommendations in the report. To reach this conclusion, consideration was given to financial, legal and compliance, and service delivery risks.

### **ENVIRONMENTAL IMPLICATIONS**

Contaminated soils will be processed in accordance with Provincial legislation.

### **SOCIAL VALUE**

Bids for the original tender were evaluated using a scored process including the evaluation of Technical and Financial components. The Technical submission included an employment, skills/training and/or social value supply chain development section. Pinchin Ltd. Scored 7.67 out of 10 based on the criteria.

### **ALTERNATIVES**

The CAO could choose not to approve the recommendation.

### **ATTACHMENTS**

No attachments

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A copy of this report and information on its status can be obtained by contacting the Procurement Office at 902.490.4170, or Fax 902.490.6425.

Report Prepared by: Darren Young, Manager, Major Projects, Property Fleet and Environment Facility Design & Construction, 902.476.9295

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## CAO Contract Amendment Report

**APPROVED BY:** Original Signed  
\_\_\_\_\_  
Cathie O’Toole, Chief Administrative Officer

**APPROVAL DATE:** February 28, 2024

**SUBJECT:** CAO Contract Amendment - PO 2070902484 – Wharf Repair Project Phase 2

### ORIGIN

This report originates from a need to increase the contract beyond 15% or \$15,000 of its’ original value.

### LEGISLATIVE AUTHORITY

#### Halifax Regional Municipality Charter, S.N.S 2008, c.39:

Section 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;
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DCAO or Executive Director (or their delegate)	(a) \$15,000; or (b) a 15% increase to the originally approved contract amount, whichever is greater.
CAO	(a) \$20,000 or (b) a 20% increase to the originally approved contract amount, whichever is greater.
CAO (with reporting to Audit & Finance)	The CAO may approve and sign contract amendments that exceed the thresholds above, provided that the CAO must submit a report including the details of such contract amendments at the next scheduled meeting of the Audit & Finance Standing Committee.
Council	Any amount

## RECOMMENDATION

It is recommended that the Chief Administrative Officer approve an increase to contract with Western Surety (PO 2070902484) in the amount of \$102,464 (net HST included) with funding from Project No. CB000087 – Wharf Recapitalization, as outlined in the Financial Implications section of this report.

## BACKGROUND

Halifax Regional Municipality owns various waterfront facilities including docks, piers, and wharves. The general boating public use these assets to dock their boats and enjoy downtown Halifax and Dartmouth. Various events and celebrations are hosted on the downtown waterfront and take place on these structures. These facilities need repairs to maintain the useful life of the asset as well as the safety of users. Additionally, repairs improve the climate resiliency of the assets to better withstand the expected increase in severe weather events.

This contract completed repair work started in 2020 on Alderney Landing in Dartmouth. The Alderney wharfs were extensively repaired by specialized contractors both above and below the water surface.

This work was publicly tendered as 21-163 Alderney Wharf Repairs – Phase 2, in 2021. The majority of this work was completed by Acadia Marine and Diving Ltd. PO 2070865993 for \$1,652,787 (net HST included). Acadia Marine and Diving Ltd., started, but was unable to complete the contract, and the balance of work was completed under the performance bond by Western Surety PO 2070902484 for \$204,360.70 (net HST included).

The contract increase reconciles the tendered *estimated* quantities of work vs the *actual* quantity of work performed. This reconciliation of work quantity is required, and at HRM's expense, as the work was tendered and performed as a unit price contract.

## DISCUSSION

Staff has recommended an increase to Western Surety PO 2070902484 for changes to the contracted scope of work, as per Background section, as follows:

PO Award (net HST included)	\$ 204,360.70
CO increases approved to date (net HST included)	\$ 38,134.23
<b>Request for increase (net HST included)</b>	<b><u>\$ 102,464.06</u></b>
New Contract Value (net HST included)	\$ 344,958.99

The request for increase is a 69% total increase to the Western Surety contract value (net HST included). This request would be a 7.5% increase to the entire contract value of \$1,857,047 (net HST included), composed of \$1,652,787 for Acadia Marine and \$204,260 for Western Surety.

## FINANCIAL IMPLICATIONS

Funding is available from Project No. CB000087 – Wharf Recapitalization. The budget availability has been confirmed by Finance.

Budget Summary:	<u>Project Account No. CB000087 – Wharf Recapitalization</u>
	Cumulative Uncommitted Budget \$958,412
	<b>Less: Increase to PO 2070902484 <u>\$102,464</u></b>

Balance \$855,948

The balance of funds will be used for recapitalization of phase 3 of the wharf recapitalization.

This project was estimated in the Approved 2021/22 Capital Budget at \$3,000,000. The total project costs were \$1,895,282 (net HST included).

**RISK CONSIDERATION**

There are no significant risks associated with the recommendation in this report.

**ENVIRONMENTAL IMPLICATIONS**

There are no known environmental implications associated with the recommendation in this Report.

**SOCIAL VALUE**

No social value was identified in the original tender based on the time of issue.

**ALTERNATIVES**

The CAO could choose not to increase the amount for this contract.

**ATTACHMENTS**

None.

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A copy of this report and information on its status can be obtained by contacting the Procurement Office at 902.490.4170, or Fax 902.490.6425.

Report Prepared by: Greg MacKay, Project Manager, Facility Design & Construction, Property Fleet and Environment, 902.233.5171

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## CAO Contract Amendment Report

**APPROVED BY:** Original Signed  
\_\_\_\_\_  
Cathie O'Toole, Chief Administrative Officer

**APPROVAL DATE:** February 28, 2024

**SUBJECT:** **CAO Contract Amendment - PO 2070898658 Removal and Reinstallation at Dartmouth North Community Centre**

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### **ORIGIN**

This report originates from a need to increase contract PO 2070898658 Demarcation Equipment and Cable - Removal and Reinstallation at Dartmouth North Community Centre, beyond 20% of its original award.

### **LEGISLATIVE AUTHORITY**

#### **Halifax Regional Municipality Charter, S.N.S 2008, c.39:**

Section 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;
- (b) the expenditure is in respect of an emergency under the Emergency Management Act; or
- (c) the expenditure is legally required to be paid.

#### **Administrative Order Number 2022-012-ADM, the Procurement Policy**

32(7) The approval and signing authority limits for cumulative contract amendments are as follows:

<b>Position</b>	<b>Approval Authority</b>
DCAO or Executive Director (or their delegate)	(a) \$15,000; or (b) a 15% increase to the originally approved contract amount, whichever is greater.
CAO	(a) \$20,000 or (b) a 20% increase to the originally approved contract amount, whichever is greater.
CAO (with reporting to Audit & Finance)	The CAO may approve and sign contract amendments that exceed the thresholds above, provided that the CAO must submit a report including the details of such contract amendments at the next scheduled meeting of the Audit & Finance Standing Committee.

Council	Any amount
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**RECOMMENDATION**

It is recommended that the Chief Administrative Officer approve an increase of \$22,396 (net HST included) to Bell Aliant for Demarcation Equipment and Cable - Removal and Reinstallation at Dartmouth North Community Centre, PO 2070898658 with funding from CB200006 – General Building Recapitalization, as outlined in the Financial Implications section of this report.

**BACKGROUND**

In 2023, Bell Aliant was engaged to complete the removal and reinstallation of the internet end user demarcation equipment as part of a renovation at the Dartmouth North Community Centre. This facility is home to both Recreation and Halifax Public Libraries (HPL); both of which require their own independent internet service entrance and server room. This facility was renovated as two separate projects in recent years and during those renovations the design scopes failed to capture these specific requirements. Prior to the renovation of the Recreation portion of the facility HPL had completed a renovation of the library portion of the facility.

A summary of the changes are as follows:

Budget Summary:	
PO Award (net HST included)	\$ 8,890
<b>Request for Increase (net HST included)</b>	<b><u>\$ 22,396</u></b>
New Contract Value (net HST included)	\$ 31,286

The total amount of changes (approved and pending) is \$22,396 (net HST included), which represents a cumulative increase of 252% to the original contract value of \$8,890 (net HST included).

In accordance with section 32(7) of the Procurement Policy, notice of this contract amendment will be reported to the next scheduled meeting of the Audit & Finance Standing Committee.

**DISCUSSION**

Staff have recommended an increase to Bell Aliant, PO 2070898658, for additional demarcation equipment removal, reinstallation, additional cabling, and labour. Additional work and equipment were required to accommodate the requirement of both HPL and Recreation to have their independent IT components within their respective portion of the facility. This work was completed by Bell Aliant in order to ensure the services of both Parks and Recreation and Halifax Public Libraries continued without disruption.

**FINANCIAL IMPLICATIONS**

Funding in the amount of \$22,396 (net HST included) is available from Project Account No. CB200001 – General Building Recapitalization. The budget availability has been confirmed by Finance.

Budget Summary:	<u>Project Account No. CB200006</u>	
	Cumulative Uncommitted Budget	\$ 2,089,472
	<b>Less: Contract Amendment #1</b>	<b><u>\$ 22,396</u></b>
	Balance	\$ 2,067,076

The balance of funds will be used for state of good repair projects at various facilities.

**RISK CONSIDERATION**

No risk considerations were identified.

**ENVIRONMENTAL IMPLICATIONS**

No environmental implications were identified.

**SOCIAL VALUE**

No social value consideration was made due to the requirement to have Bell Aliant complete the scope of work as the specific vendor under contract for this IT requirement.

**ALTERNATIVES**

The CAO could choose to not approve the recommendation.

**ATTACHMENTS**

N/A

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A copy of this report and information on its status can be obtained by contacting the Procurement Office at 902.490.4170, or Fax 902.490.6425.

Report Prepared by: Ted Pecarski/Manager, Facility Renewal/Facility Design & Construction, Property Fleet and Environment, 902.717.7816

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