



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

Information Item No. 2
Audit & Finance Standing Committee
January 15, 2025

TO: Chair and Members of Audit & Finance Standing Committee

FROM: Cathie O'Toole, Chief Administrative Officer

DATE: January 6, 2025

SUBJECT: **CAO Contract Amendment Reporting**

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.

EXECUTIVE SUMMARY

As required by the Section 37(2) Procurement Policy 2022-012-ADM the CAO is to inform Audit & Finance of any approved contract amendments that exceed a 20% increase to the originally approved contract amount or \$20,000, whichever is greater.

- This is for information only and no action is required
- There is no risk involved as the award report(s) referenced have already been completed

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 a 20% increase to the originally approved contract amount or \$20,000, whichever is greater, 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 outlined in the Financial Implications section of the individual reports as outlined in the Attachment and also on file in the Procurement Department.

COMMUNITY ENGAGEMENT

No community engagement was required.

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:

Position	Approval Authority
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.

ATTACHMENTS

Attachment 1 – List of approved CAO Contract Amendments.

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

ATTACHMENT 1

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 RFP 23-2229 Windmill Road Functional Plan	\$488,799	\$156,486	\$645,285	32%	This increase would allow for a Mobility Demand Forecasting and Analysis and a Conceptual Design of Princess Margaret Boulevard.
CAO Contract Amendment - PO 2070918746 Consulting Services for Beechville- Lakeside- Timberlea Community Centre	\$14,535	\$17,087	\$31,622	118%	During excavation of the site, large amounts of unsuitable materials were discovered which required additional testing. In addition, other delays in construction resulted in multiple concrete pours over the original estimated amount requiring additional technicians and equipment.
CAO Contract Amendment – Increase to PO 2070895256 – Fleet Charging Design	\$88,153	\$20,436	\$108,589	23%	This additional contract increase is required to perform minor design revisions at one fleet depot, 40 Alderney Drive. These revisions are necessary to avoid potential future conflicts with an Active Transportation (AT) project currently in the concept stage. As it stands, the AT concept design includes a new retaining wall along the northeast side of the fleet parking lot. If this proceeds, fleet chargers will need to be relocated.

APPROVED BY: Original Signed

Cathie O'Toole, Chief Administrative Officer

APPROVAL DATE: January 2, 2025

SUBJECT: Award – Contract Amendment – RFP 23-2229 Windmill Road Functional Plan

ORIGIN

This report originates from a need to increase contract value for the Windmill Road Functional Plan (PO# 2070920575).

RECOMMENDATION

It is recommended that the Chief Administrative Officer approve an increase of \$117,051 (including net HST) to Parsons Inc for PO# 2070920575 with funding from CT220001 (Major Strategic Multimodal Corridors - Studies and Design), as outlined in the Financial Implications section of this report.

BACKGROUND

HRM's Transportation Planning team is completing a Functional Plan for Windmill Road between Wyse Road and just north of Akerley Boulevard (see Figure 1). This project will develop a vision for Windmill Road that will inform how it is reinstated over time as part of future street recapitalization projects and/or new development projects.

The Functional Plan will identify a set of design options and future scenarios that aim to balance the needs and improve safety of all road users. This includes identifying opportunities to improve infrastructure for pedestrians, cyclists and transit while maintaining adequate operations for automobiles and goods movement.

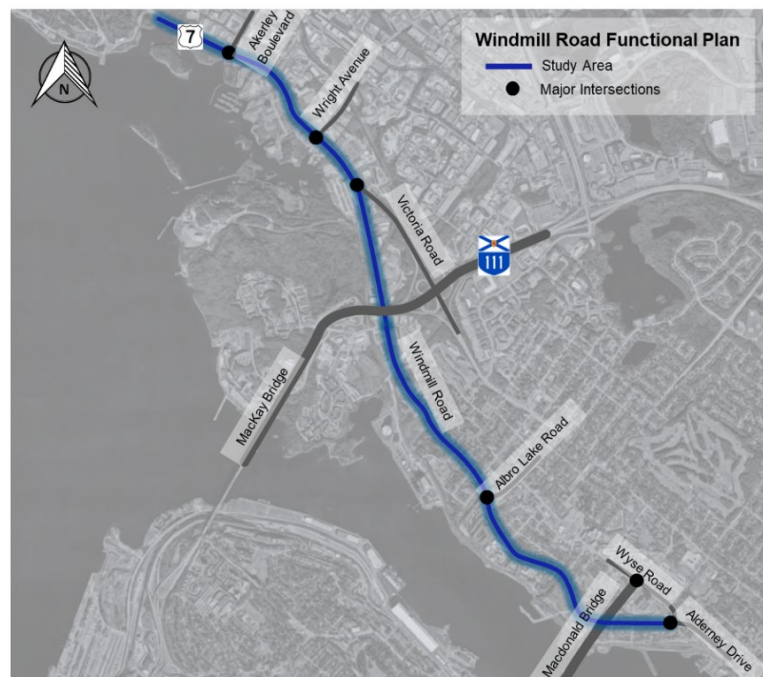


Figure 1 – Project Area

Original Award

On February 9, 2024, HRM issued a Request for Proposal (RFP) seeking consulting services to support the development of a Functional Plan for Windmill Road. RFP No. 23-2229 was publicly advertised on Bids&Tenders and closed on March 14, 2024.

In April 2024, HRM awarded the contract to the highest scoring proponent, Parsons Inc. for \$488,798.91 (net HST included) under PO# 2070920575.

The scope of work includes:

- Existing Conditions Review: Complete a detailed review of existing conditions, determine the current and future demand for multimodal transportation infrastructure, and identify any gaps, opportunities, and constraints in the existing and/or planned transportation network.
- Vision and Objectives: Identify the vision, guiding principles, and design objectives to guide infrastructure upgrades along Windmill Road.
- Conceptual Design (10%): Complete conceptual design (10%) of Windmill Road and identify a range of potential configurations and cross-sections to achieve the vision and design objectives for the corridor.
- Functional Design (30%): Complete functional design (30%) for two (2) preferred design options and identify potential impacts to multimodal operations, private property and utilities, among others.
- Public & Stakeholder Engagement: Undertake two rounds of public and stakeholder engagement to better understand community priorities and seek feedback on the proposed design options to inform project recommendations.
- Monitoring & Evaluation Plan: Identify metrics, data collection frequency and timelines, and data sources to measure the impacts of the project pre- and post-implementation.
- Implementation Strategy: Develop an implementation plan that outlines and prioritizes actions, timelines and investments required to implement the preferred design option.

Previous Contract Amendments

Table 1 provides a summary of previous contract amendments, including a description of the change, total value and percentage increase.

Table 1 - Summary of Previous & Current Change Orders (CO)

Change Order #	Date	CO Value (net HST included)	Percentage Increase (%)	Description
001	2024-06-14	\$17,520.05	3.58%	Added provisional item #2 (3D renderings) from the RFP to the scope.
002	2024-06-25	\$5,959.94	1.22%	Added a desktop legal survey for the corridor.
003	2024-07-04	\$15,955.76	3.26%	Full legal survey for sections of Windmill Road.
Total		\$39,436	8.07%	

Currently Proposed Contract Amendment

The value of the proposed contract amendment is \$117,051 (net HST included), which represents an increase of ~24% to the original contract value. The total cumulative change to Parsons Inc. contract is \$156,486.36 (net HST included), which represents a cumulative increase of 32.01% to the original contract value of \$488,798.91 (net HST included). This proposed amendment will be the final change order to this contract.

Table 2 provides a summary of contract changes and cumulative cost increase.

Table 2 - Summary of Contract Changes

	Value (\$) (net HST included)	Percentage Increase (%)
Original Award	\$488,798.91	-
Previous Contract Amendments	\$39,435.75	8.1%
Current Contract Amendment	\$117,050.61	23.95%
Cumulative Increase	\$156,486.36	32%
New Contract Value	\$645,285.27	32%

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.

Funding Agreement

In May 2024, HRM received funding for the Windmill Road Functional Plan in the amount of \$75,000 from the Province of Nova Scotia’s Connect2 funding stream. The project must be completed by March 1st, 2025, in adherence to the terms of the Connect2 funding agreement.

DISCUSSION

Staff are recommending an increase to Parsons Inc. contract (PO# 2070920575) in the amount of \$117,050.61 (net HST included). This increase would add the following components to the project scope:

1. Mobility Demand Forecasting and Analysis for proposed development areas at Ocean Breeze and Shannon Park, both of which abut Windmill Road:
 - o HRM’s Transportation Planning intend to take the lead on completing mobility demand forecasting and analysis for Ocean Breeze and Shannon Park on behalf of the development proponents (Cresco and Canada Lands Corporation).
 - o The scope includes:
 - Review of existing and planned transportation network conditions in the study area.
 - Forecast of total person-trip generated for each development and all travel modes.
 - Transportation analysis of existing and future conditions, including microsimulation modelling, intersection capacity review, and multimodal level of service analysis.
 - Review of potential impacts to the CN rail at-grade crossing at Princess Margaret Boulevard and Nootka Avenue.
 - Recommendations for new/upgrades to infrastructure and mitigation measures, particularly along Princess Margaret Boulevard and at intersections providing access to the proposed developments. This also includes identifying travel demand management measures to incentivize sustainable travel modes within the study area.
 - Conceptual designs (10%) of Princess Margaret Boulevard that identify upgrades to accommodate the anticipated mobility demand. This could include transit lanes, dedicated pedestrian and cycling facilities as well as signal control changes.

2. Conceptual (10%) design of Princess Margaret Boulevard: the scope includes the following tasks:
 - o Identify a range of potential cross-sections for a 600m section of Princess Margaret Boulevard (see Figure 2).
 - o Evaluate the impacts of proposed cross-sections on several factors, including multimodal operations, costs, and utilities, among others.
 - o Select the preferred cross-section and complete conceptual design (10%) of the corridor.

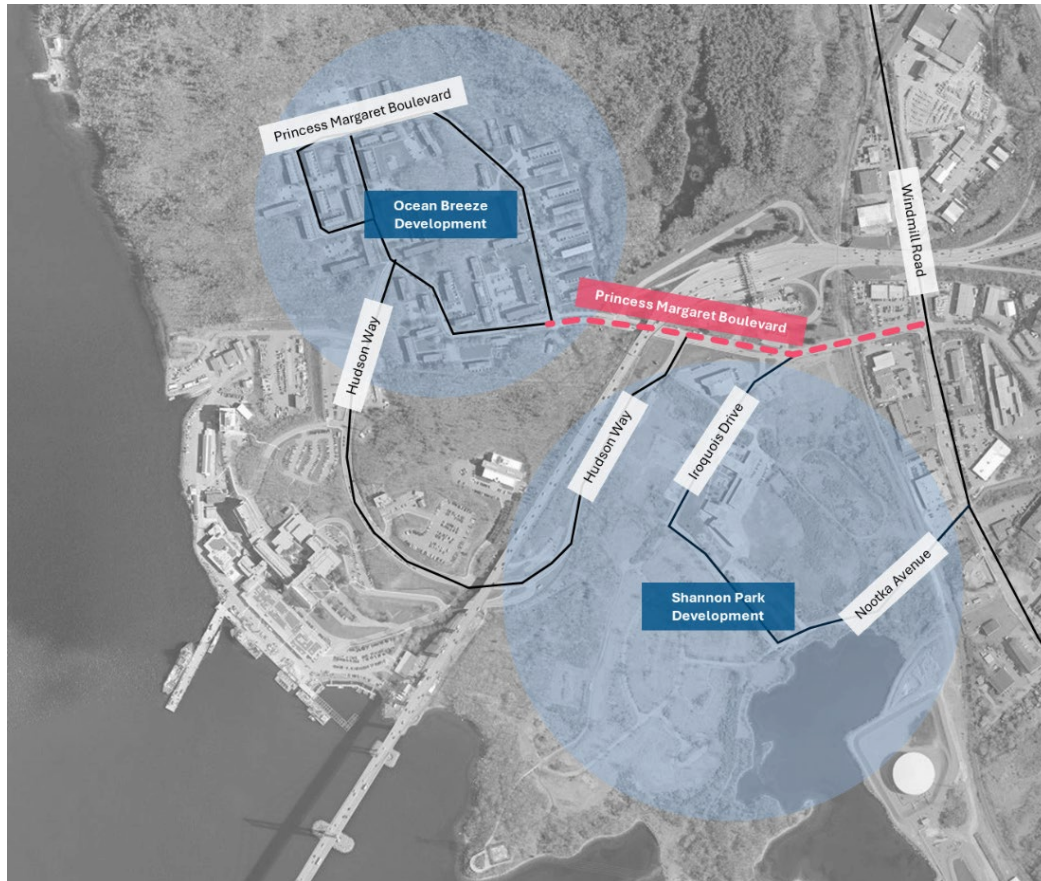


Figure 2 – Extent of Concept Design for Princess Margaret Boulevard

Rationale for contract amendment:

- This change order provides an opportunity to align efforts and provide cost / project management efficiencies between the *Windmill Road Functional Plan* and the *mobility demand forecasting and analysis for the proposed Ocean Breeze and Shannon Park developments*.
- The *Windmill Road Functional Plan* cannot be completed effectively in isolation of the mobility demand forecasting and analysis work as it requires an understanding of development-related infrastructure requirements. It also requires an understanding of the range of available design options for Princess Margaret Boulevard.
 - o The proposed Ocean Breeze and Shannon Park development projects will introduce a combined total of 7,300 new residential units (~15,000 residents) to the area. The development growth will increase the demand for mobility infrastructure. A comprehensive understanding of the potential demand and impacts of the proposed growth is necessary

to ensure that adequate multimodal infrastructure is planned for. The mobility demand forecasting and analysis for Shannon Park and Ocean Breeze will help to identify the mobility demand and infrastructure upgrades required to accommodate the growth from Ocean Breeze, Shannon Park and other nearby developments.

FINANCIAL IMPLICATIONS

Funding in the amount of \$117,050.61 (net HST included) is available in the 2024/25 Capital Budget from Account no. CT220001 Major Strategic Multimodal Corridors – Studies & Design.

Budget Summary:	<u>Project Account No. CT220001</u>	
	Cumulative Uncommitted Budget	\$1,903,158.87
	Less: Contract Amendment #004	<u>\$117,050.61</u>
	Balance	\$1,786,108.26

A portion of the costs may be collected through Development Based Charges in respect of either Ocean Breeze or Shannon Park Developments, if adopted by Council. The amount and method of collection will be determined during the community and/or infrastructure planning processes.

RISK CONSIDERATION

There are limited risks associated with the recommendations of this report. There is a risk the project may be delayed or not be fully completed by March 1st, 2025, as required by the Connect2 Funding Agreement. This risk will be managed through the application of sound project management principles by the Project Manager.

ENVIRONMENTAL IMPLICATIONS

No environmental implications were identified.

SOCIAL VALUE

Social value was considered as part of the original RFP evaluation process. The proponents were evaluated based on how well they met the social value requirements described in the RFP. Proponents were asked to clearly demonstrate their track record and commitment to supporting the social, environmental, and economic well-being of Nova Scotia and the world. The Original Award Report includes a detailed description of the Social Value factors that were considered in the RFP evaluation process.

ALTERNATIVES

The Chief Administrative Officer could choose not to increase the contract. This is not recommended by staff as it would require that the Windmill Road Functional Plan not consider the development potential of a significant development area and therefore not enable a comprehensive understanding of future mobility demands and associated infrastructure needs.

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:

Position	Approval Authority
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

ATTACHMENTS

Attachment A: Change Order #004 – Growth Area Mobility Analysis

Report Prepared by: Leen Romaneh, Project Manager, Transportation Planning, 902.490.8348



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B3J 3A5 Canada

CAO Contract Amendment Report

APPROVED BY: Original Signed

Cathie O'Toole, Chief Administrative Officer

APPROVAL DATE: January 2, 2025

SUBJECT: **CAO Contract Amendment - PO 2070918746 Consulting Services For
Beechville Lakeside Timberlea Community Centre**

ORIGIN

This report originates from a need to increase contract PO 2070918746 – Consulting Services for Beechville Lakeside Timberlea Community Centre beyond 15% of its original award.

RECOMMENDATION

It is recommended that the Chief Administrative Officer approves an increase of \$17,087 (net HST included) for Consulting Services for the Materials Testing of the Beechville Lakeside Timberlea Community Centre, PO 2070918746, with Englobe Corp. with funding from CB210021, Beechville Lakeside Timberlea Recreation Centre Recap, as outlined in the Financial Implications section of this report.

BACKGROUND

The original Beechville Lakeside Timberlea Recreation Centre (BLTRC) is located at 1492 St. Margaret's Bay Road. This original building has been demolished, and a new Community Centre is being built in its place.

In March 2024, Englobe Corp. was hired through the RFQ 21-1113 Consulting Roster to provide consulting services for materials testing for the new building and site. This included rock/quarried aggregate grain size (sieve) analysis; soils testing for moisture/density and compaction; and cast-in-place concrete field testing.

This is the only contract amendment for this vendor.

DISCUSSION

During excavation of the site, large amounts of unsuitable materials were discovered which required additional testing. In addition, other delays in construction resulted in multiple concrete pours over the original estimated amount requiring additional technicians and equipment.

Staff have recommended an increase to Englobe Corp., PO 2070918746, for changes to the contracted scope of work in the amount of \$17,087 (net HST included).

A summary of the changes are as follows:

Budget Summary: PO Award (net HST included)	\$ 14,535
Request for Increase (net HST included)	<u>\$ 17,087</u>
New Contract Value (net HST included)	\$ 31,622

The total amount of changes (approved and pending) is \$17,087 (Net HST included), which represents a cumulative increase of 117.56% to the original contract value of \$14,535 (net HST included).

FINANCIAL IMPLICATIONS

Funding in the amount of \$17,087 (net HST included) is available from Project Account No. CB210021 Beechville Lakeside Timberlea Recreation Centre Recap. The budget availability has been confirmed by Finance.

Budget Summary:	<u>Project Account No. CB210021 Beechville Lakeside Timberlea Recreation Centre Recap</u>	
	Cumulative Uncommitted Budget	\$ 829,395
	Less: Contract Amendment #1	<u>\$ 17,087</u>
	Balance	\$ 812,308

The balance of funds will be used for construction of the new facility.

RISK CONSIDERATION

No risk considerations were identified.

ENVIRONMENTAL IMPLICATIONS

No environmental implications were identified.

SOCIAL VALUE

Social value was incorporated as a requirement under the roster agreement 21-1113.

ALTERNATIVES

The CAO could choose to not approve the recommendation.

LEGISLATIVE AUTHORITY

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

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Council	Any amount.

ATTACHMENTS

None

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



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

CAO Contract Amendment Report

APPROVED BY: Original Signed

Cathie O'Toole, Chief Administrative Officer

APPROVAL DATE: January 2, 2025

SUBJECT: **CAO Contract Amendment – Increase to PO 2070895256 – Fleet Charging Design**

ORIGIN

This report originates from a need to increase PO 2070895256 – Fleet Charging Design.

RECOMMENDATION

It is recommended that the Chief Administrative Officer approves an increase of \$6,295 (including net HST) to PO 2070895256 Fleet Charging Design with CBCL with funding from CZ230300 HalifACT - Fleet Electrification as outlined in the Financial Implications section of this report.

BACKGROUND

In Winter 2023, CBCL was hired through the Standing Offer for Consulting Services to perform design and project management services for fleet charging infrastructure at various municipal fleet depots. The original award amount was \$88,153 (including net HST). In November 2023 a contract increase of \$4,875 (including net HST) was approved to revise the initial designs to optimize and reduce back-end infrastructure costs. In August 2024 an additional contract increase of \$9,266 (including net HST) was approved to expand the contract scope to include tender package preparations as internal resources were unavailable.

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

This additional contract increase is required to perform minor design revisions at one fleet depot, 40 Alderney Drive. These revisions are necessary to avoid potential future conflicts with an Active Transportation (AT) project currently in the concept stage. As it stands, the AT concept design includes a new retaining wall along the northeast side of the fleet parking lot. If this proceeds, fleet chargers will need to be relocated. To avoid potential conflict, this contract increase will revise the design to relocate the chargers to the median at the opposite side of the fleet parking lot.

If the recommendation is approved, the total value of cumulative change requests will be \$20,436 (net HST included), resulting in a total percentage increase of 23%.

Contract change summary:

Initial PO Award (net HST included)	\$ 88,152.96
PO increases to date (net HST included)	\$ 14,141.18
Request for Increase (net HST included)	\$ 6,294.70
New Contract Value (net HST included)	\$108,588.84

FINANCIAL IMPLICATIONS

Funding for the \$6,295 (net HST included) increase to PO 2070895256 is available from Capital Account No. CZ230300 – HalifACT – Fleet Electrification.

Budget Summary:	<u>Project Account No. CZ230300 – HalifACT – Fleet Electrification</u>
	Cumulative Uncommitted Budget \$24,500,684
	Less: Contract Amendment #3 \$ 6,295*
	Balance \$24,494,389

* This project was estimated in the Approved 2024/2025 Project Budget at \$6,850,000.

The balance of funds will be used for future Fleet Electrification.

RISK CONSIDERATION

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

ENVIRONMENTAL IMPLICATIONS

Deploying fleet charging infrastructure has environmental benefits as outlined in the Municipal Electric Vehicle Strategy.

SOCIAL VALUE

The vendor was selected via the Standing Offer roster. Social procurement practices are utilized in soliciting vendors for this roster.

ALTERNATIVES

The CAO can choose not to approve the recommendation contained within this report.

LEGISLATIVE AUTHORITY

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

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Council	Any amount

ATTACHMENTS

None

Report Prepared by: Martha Horsman, Environmental Professional, Environment & Climate Change, Property Fleet and Environment 902.497.4624
