



P.O. Box 1749
Halifax, Nova Scotia
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Information Item No. 2
Audit & Finance Standing Committee
February 18, 2025

TO: Chair and Members of Audit & Finance Standing Committee

FROM: Cathie O'Toole, Chief Administrative Officer

DATE: February 3, 2025

SUBJECT: **CAO Contract Amendment Reporting**

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.

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 Attachment 1, and 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

Name	Original PO Awarded Amount	Value of Amendment	Updated Value of PO	% of Increase	Reason for Increase
<p>CAO Contract Amendment to PO#2070925899, RFP# 2024-0269 Corporate Scheduling Project – Sr. Business Analyst</p>	<p>\$219,641</p>	<p>\$145,328</p>		<p>32%</p>	<p>The Corporate Scheduling and Time Reporting Project was established to implement an enterprise-wide scheduling and time reporting solution to enhance and streamline staff scheduling and time reporting processes. Given the decision to increase scope and include HRP, additional business requirements have been identified. It is important from a successful stakeholder engagement perspective, deliverable quality and change management perspective that an additional Senior Business Analyst be secured for the Corporate Scheduling Project to support the HRP implementation deliverables.</p>
<p>CAO Contract Amendment – PO 2070925638 Musquodoboit Harbour Public Library EV Chargers</p>	<p>\$198,323</p>	<p>\$54,026</p>	<p>\$252,349</p>	<p>27%</p>	<p>NRFP No. 23-039 Electric Vehicle Charging Infrastructure was awarded to the highest scoring proponent, SWITCH Energy Inc. SWITCH Energy Inc. This contract increase is required to add two, Level 2 chargers (6-to-8-hour charge time) to the site, that were not considered in the original scope. These chargers will support HRM Fleet EV's and at the time of scoping the public charging installation, insufficient details were available regarding fleet charger details. It will be more cost-effective to complete this work as the public fast charger is installed.</p>
<p>CAO Contract Amendment – 24-0629 Request for Quotation - Fire Boat 1 (FB1) Surface Maintenance, Recoating Requirements, and Drydocking</p>	<p>\$15,798</p>	<p>\$29,124</p>	<p>\$44,922</p>	<p>\$184%</p>	<p>The original award was to remove old anti fouling and re-coat anti fouling, re-paint the covers of deck equipment boxes and touch-up paint on wheelhouse. Once the Fire Boat was placed in dry dock and properly pressure washed, to remove barnacles and debris, it was discovered that some hull sections below the water line had deteriorated and required repair. Additional items recommended for repair have also been identified such as anti-slip deck coatings and resealing.</p>
<p>CAO Contract Amendment to PO#2070925512, HRFE Station Alerting Project – Change Manager</p>	<p>\$43,017</p>	<p>\$24,240</p>	<p>\$67,257</p>	<p>56%</p>	<p>The current alerting process has fire dispatchers broadcasting the dispatch message via a manual paging system. HRM will modify the current HRFE station alerting process by implementing the USDD by Honeywell Phoenix G2 Station Alerting System (FSA). This will be implemented at the Primary and Backup dispatch centers, as well as at the 29 career staffed fire stations. There will also be a Quality Assurance System deployed within the HRM network</p>

					framework. Additional time for the Change Manager is required due to a delay in the Go-Live date.
CAO Contract Amendment – Tender 23-241 Oceanview Drive & Princeton Avenue - Street Recapitalization & Traffic Calming	\$637,198	\$128,975	\$766,173	21%	During construction in 2023 and 2024, it was determined that changes were required to the scope of work resulting from onsite conditions determined during construction and some final quantities were higher than the estimated amounts by HRM when the tender was issued. In particular, the base lift of asphalt was in poor condition after milling operations. An additional lift of asphalt was required to strengthen the road and ensure longevity of the asset.



P.O. Box 1749
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CAO Contract Amendment Report

APPROVED BY: Original Signed

Cathie O'Toole, Chief Administrative Officer

APPROVAL DATE: January 6, 2025

SUBJECT: **Contract Amendment to PO#2070925899, RFP# 2024-0269 Corporate Scheduling Project – Sr. Business Analyst**

ORIGIN

This report originates from a need to increase Purchase Order #2070925899.

RECOMMENDATION

It is recommended that the Chief Administrative Officer approves an increase of \$145,328 including Net HST to PO#2070925899 / RFP# 2024-0269 to Altis Human Resource Inc. with funding from CI210019 – Corporate Scheduling Project, as outlined in the Financial Implications section of this report.

BACKGROUND

The Corporate Scheduling and Time Reporting Project was established to implement an enterprise-wide scheduling and time reporting solution to enhance and streamline staff scheduling and time reporting processes. This new suite of business tools are key enablers necessary to realize the organization's need to provide consistent, timely, efficient, and reliable time reporting and scheduling services to staff.

In December 2022, the Corporate Scheduling and Time Reporting Project was launched to plan, design, build and implement a suite of business tools using UKG's Telestaff and WFMPPro applications. The project is focused on implementing these applications as an integrated "Software as a Service" (SaaS) solution. The Telestaff and WFMPPro applications will be hosted by UKG and will be interfaced to several municipal applications including, but not limited to SAP ECC Payroll and SuccessFactors. The new suite of business tools will also enable staff to securely access applications remotely.

The implementation of these business tools is a complex undertaking for the municipality; one that will introduce changes in business processes, practices, and the adoption of new digital technologies. The project has recently completed an initial solution configuration process and is now planning and preparing to advance with testing, training design and business readiness activities to support the adoption of the solution corporately. To advance this work, the municipality requires knowledgeable and experienced resources to join the current Corporate Scheduling and Time reporting project team to develop and deliver key business readiness, testing and training deliverables. The team will work hand in hand with business stakeholders and project team members to ensure the successful implementation of the solution across the organization while at the same time helping to mitigate service interruptions to business operations.

The total change order cumulative increase including the current request is 32.45%. 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

Given the decision to increase scope and include HRP, additional business requirements have been identified. It is important from a successful stakeholder engagement perspective, deliverable quality and change management perspective that an additional Senior Business Analyst be secured for the Corporate Scheduling Project to support the HRP implementation deliverables.

FINANCIAL IMPLICATIONS

Corporate Scheduling CI210019

Budget Summary:	<u>Project Account No. CI210019</u>	
	Cumulative Uncommitted Budget	\$219,641
	Less: Contract Amendment #01	<u>\$145,328</u>
	Balance	\$ 74,313

* This project was originally estimated in the Approved 2017/2018 Project Budget at \$1,670,000.

The balance of funds will be used for continued implementation deliverables.

RISK CONSIDERATION

Should this additional resource not be approved, additional pressure will be put on the existing project resources and will lead to extended timelines to complete this work.

ENVIRONMENTAL IMPLICATIONS

No environmental implications were identified.

SOCIAL VALUE

Social Value was evaluated as part of the RFP Criteria. This included proponent's track record and commitment to supporting the social, environmental, and economic well-being of Nova Scotia and the world and identify, if any the social value that will be delivered through the Project.

This includes but is not limited to diversity of ownership, actions to protect the environment and climate, actions to support workforce and workforce development (i.e. Engineers in Training, Internships, providing seminars and training, supporting employees in career and personal development including but not limited to contributing to higher education costs), actions to encourage diverse economic development (subcontracting to diverse enterprises, female-owned, African Canadian owned, Indigenous-owned business, social enterprise, small local business) and corporate social responsibility (volunteering, supporting local charities, progressive employment practices such as enhanced health benefits, daycare, paid employee and family assistance programs, extended paid sick and maternity leave, non-legislated paid vacation, etc.).

ALTERNATIVES

The CAO could choose to not approve the recommendation.

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

Report Prepared by: George Hayman, Manager ERP Delivery Management & Operations, Information Technology 902.223.0580



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CAO Contract Amendment Report

APPROVED BY: Original Signed

Cathie O'Toole, Chief Administrative Officer

APPROVAL DATE: January 17, 2025

CAO Contract Amendment – PO 2070925638 Musquodoboit Harbour Public Library EV Chargers

ORIGIN

This report originates from a need to increase PO 2070925638 – Musquodoboit Harbour Public Library EV Chargers.

RECOMMENDATION

It is recommended that the Chief Administrative Officer approves an increase of \$54,026 (including net HST) to PO 2070925638 with SWTCH Energy Inc. with funding from CZ230200 HalifACT – Public Charging Infrastructure as outlined in the Financial Implications section of this report.

BACKGROUND

NRFP No. 23-039 Electric Vehicle Charging Infrastructure was awarded to the highest scoring proponent, SWTCH Energy Inc. SWTCH Energy Inc. The contract is for a three-year standing offer at a cost of \$6,361,446 (incl.net HST) and includes an option to renew for three additional one-year terms for a total cost of \$7,860,446. This NRFP includes supplying, installing, commissioning and operating public charging infrastructure throughout the Municipality. Through the resulting Standing Offer, PO 2070925638 was issued for the installation of one 175kW fast electric vehicle charger at the Musquodoboit Harbour Public Library. Users of this charger can expect a full charge in about 30 minutes. The original PO amount was \$198,323 (including net HST).

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 contract increase is required to add two, Level 2 chargers (6-to-8-hour charge time) to the site, that were not considered in the original scope. These chargers will support HRM Fleet EV's and at the time of scoping the public charging installation, insufficient details were available regarding fleet charger details. Since then, these details have become available, and it will be more cost-effective to complete this work as the public fast charger is installed. There have been no previous cost increases to this project.

If the recommendation is approved, the total value of cumulative change requests will be \$54,026 (net HST included), resulting in a total percentage increase of 27%.

Contract change summary:

Initial PO Award (net HST included)	\$ 198,323
PO increases to date (net HST included)	\$ 0
Request for Increase (net HST included)	\$ 54,026
New Contract Value (net HST included)	\$ 252,349

FINANCIAL IMPLICATIONS

Funding for the \$54,026 (net HST included) increase to PO 2070925638 is available from Capital Account No. CZ230200 – HalifACT – Public Charging Infrastructure.

Budget Summary:	<u>Project Account No. CZ230200 – HalifACT – Public Charging Infrastructure</u>
	Cumulative Uncommitted Budget \$ 4,701,336
	Less: Contract Amendment #xx \$ 54,026*
	Balance \$ 4,647,310

* This project was estimated in the Approved 2024/2025 Project Budget at \$200,000.

The balance of funds will be used for other public charging infrastructure installations.

RISK CONSIDERATION

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

ENVIRONMENTAL IMPLICATIONS

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

SOCIAL VALUE

The vendor was selected via a public NRFP process. Social Value was including as a scoring criteria for this NRFP.

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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(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

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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

ATTACHMENTS

none

Report Prepared by: Kevin Boutilier, Manager, Clean Energy, Environment & Climate Change, Property Fleet and Environment 902.719.8567.



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CAO Contract Amendment Report

APPROVED BY: Original Signed

Cathie O'Toole, Chief Administrative Officer

APPROVAL DATE: January 28, 2025

**SUBJECT: CAO Contract Amendment – 24-0629 Request for Quotation - Fire Boat 1 (FB1)
Surface Maintenance, Recoating Requirements, and Drydocking**

ORIGIN

This report originates from a need to increase PO 4800200375 – Halifax Regional Fire and Emergency (HRFE) Boat exterior surface repairs, re-coating and painting.

RECOMMENDATION

It is recommended that the Chief Administrative Officer approves change order #1 an increase of \$29,124 (including net HST) to PO 4800200375 - HRFE Fire Boat exterior surface repairs, re-coating and painting with Lunenburg Shipyard Ltd. with funding from fleet operating account R981-6810 as outlined in the Financial Implications section of this report.

BACKGROUND

The original award was to remove old anti fouling and re-coat anti fouling, re paint the covers of on deck equipment boxes and touch up paint on wheelhouse. The original contract amount was \$15,798 net HST included. Once the Fire Boat was placed in dry dock and properly pressure washed to remove barnacles and debris, it was discovered that some hull sections below the water line have deteriorated and require repair. Additional items recommended for repair have also been identified now that the vessel is in drydock such as anti-slip deck coatings and resealing.

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

If the recommendation is approved, the total value of cumulative change requests will be \$29,124 (net HST included), resulting in a total percentage increase of 184%.

Contract change summary:

Initial PO Award (net HST included)	\$ 15,798.03
PO increases to date (net HST included)	\$ 0.00
Request for Increase (net HST included)	<u>\$ 29,124.10</u>
New Contract Value (net HST included)	\$ 44,922.13

FINANCIAL IMPLICATIONS

Funding for the \$29,124.10 (net HST included) increase to PO 4800200375 is available from Operating Account R981 – 6810: Emergency Vehicle Commercial Repair and Maintenance

Budget Summary:	<u>Account No. R981-6810</u>	
	Cumulative Uncommitted Budget	\$246,581.00
	Less: Contract Amendment #1	<u>\$ 29,124.10</u>
	Balance	\$217,456.90

The balance of funds will be used for other commercial repairs and maintenance to the emergency fire fleet.

RISK CONSIDERATION

If not approved, a public procurement would be required which would delay the boat being returned to service. It would also incur additional costs of removing the boat from the water, a voyage plan and the required piloting and insurances. The procurement for the initial contract award received only one (1) submission.

ENVIRONMENTAL IMPLICATIONS

None

SOCIAL VALUE

Social procurement practices were utilized in soliciting the initial vendor.

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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- (c) the expenditure is legally required to be paid.

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

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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

None

Report Prepared by: Trevor Harvie, Director Corporate Fleet 902.292.6345



P.O. Box 1749
Halifax, Nova Scotia
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CAO Contract Amendment Report

APPROVED BY: Original Signed

Jerry Blackwood, Acting Chief Administrative Officer

APPROVAL DATE: January 30, 2025

SUBJECT: Contract Amendment to PO#2070925512, HRFE Station Alerting Project –
Change Manager

ORIGIN

This report originates from a need to increase Purchase Order #2070925512. This Purchase Order originated from a roster call-up from RFSQ 21-1113 for Request for Supplier Qualifications Consulting Services.

RECOMMENDATION

It is recommended that the Chief Administrative Officer approves an increase of \$12,117. including net HST to PO#2070925512 / The Barrington Consulting Group with funding from CI210013 – HRFE Station Alerting Project, as outlined in the Financial Implications section of this report.

BACKGROUND

Halifax Regional Fire & Emergency (HRFE) is a combined career and volunteer fire service consisting of 51 fire stations and approximately 1,100 personnel. The total number of career and composite stations receiving the station alerting core equipment would be 29.

The dispatching of fire apparatus is provided by Halifax Regional Police – Integrated Emergency Services (HRP-IES) via its primary and backup communications centres. Both centres receive 911 calls and perform call handling and separate dispatch services for both fire and police incidents. HRP-IES dispatches 12,000 fire incidents (calls for service) annually and all incidents are created in the Versaterm CAD (Computer Assisted Dispatch) system then transferred to fire stations via a VHF voice paging system or by trunked mobile radio to the appropriate fire apparatus. The current alerting process has fire dispatchers broadcasting the dispatch message via a manual paging system.

HRM will modify the current HRFE station alerting process by implementing the USDD by Honeywell Phoenix G2 Station Alerting System (FSA). This will be implemented at the Primary and Backup dispatch centers as well as at the 29 career staffed fire stations. There will also be a Quality Assurance system deployed within the HRM network framework.

The FSA is an essential component of call processing and emergency response. The new FSA fire will integrate with existing technology infrastructure and CAD software. The core of new system will include ramp-up alert tones to reduce firefighter rapid-heart response to station alerts, automatic text to speech features and provide consistent dispatch messaging.

It is expected in addition to the core functionality that the new system will allow HRFE to leverage the additional functionality which will benefit the fire service. Adoption of fire station alerting technology has been proven to improve service delivery by shortening the time it takes to dispatch fire apparatus to a call for service.

Stakeholders

- HRM Information Technology Business Unit
- Halifax Regional Fire and Emergency
- Integrated Emergency Services
- Halifax Regional Police (Network only)
- Halifax Regional Municipality Residents

One change order has previously been approved to date in the amount of \$\$12,117net HST or 28% total cumulative increase to address additional time required for the Change Manager resource. 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

Additional time for the Change Manager is required due to a delay in Go-Live date. The Change Manager will be responsible for the following activities and deliverables:

- Plan and lead all change management activities working with Project teams and Business Units
- Responsible for producing all Change Management project deliverables including but not limited to Change Management Strategy and Plan, Training Plan, Business Readiness Assessments, Stakeholder Engagement Plan and Communications Plan
- Develop and implement change management strategies, plans, and framework.
- Provide expertise, consultative advice, guidance and coaching in terms of change management strategies, approach and related tools.
- Lead and or provide support to training including potentially preparation of training material or new standard operating procedures.
- Other change management work as required.

The deliverables will be developed and completed in consultation with the Project Team and key business stakeholders.

This will result in change order #2 for a total cumulative increase amount of \$24,759.58 representing a 58% increase over the original purchase order amount of \$43,017.

FINANCIAL IMPLICATIONS

HRFE Station Alerting CI210013

Budget Summary:	<u>Project Account No. CI210013</u>	
	Cumulative Uncommitted Budget	\$1,132,704
	Originally Approved for PO#2070925512	\$ 43,017
	Approved Contract Amendment #01	\$ 12,123
	Less: Contract Amendment #02	(\$12,117)
	Balance	\$1,175,727

* This project was estimated in the Approved 2021/2022 Capital Budget at \$1,676,835.

The balance of funds will be used for continued implementation deliverables.

RISK CONSIDERATION

Should this additional resource not be approved, additional pressure will be put on the existing project resources and will lead to extended timelines to complete this work.

ENVIRONMENTAL IMPLICATIONS

No environmental implications were identified.

SOCIAL VALUE

Social Value considerations/criteria were not included in the original RFP requirements.

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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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

None.

Report Prepared by: Kevin Hayes, Project Manager, Information Technology 782.640.8305



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CAO Contract Amendment Report

APPROVED BY: Original Signed

 Jerry Blackwood, Acting Chief Administrative Officer

APPROVAL DATE: January 30, 2025

SUBJECT: **CAO Contract Amendment – Tender 23-241 Oceanview Drive & Princeton Avenue - Street Recapitalization & Traffic Calming**

ORIGIN

This report originates from a need to increase contract Tender 23-241 Oceanview Drive & Princeton Avenue.

RECOMMENDATION

Approve an increase of \$103,401.24 (Net HST Included) to Tender 23-241 (PO# 2070910427) Oceanview Drive & Princeton Avenue – with funding from Project Account CR200006, Street Recapitalization as outlined in the Financial Implications section of this report.

BACKGROUND

Tender 23-241 Oceanview Drive & Princeton Avenue was awarded to Dexter Construction Company Ltd on October 4, 2023, by the Executive Director, PW, Brad Anguish in the amount of \$637,197.89 (Net HST Included).

The following is a list of change orders required during construction of the project.

Tender – 23-241 -Summary of Changes to Dexter Paving's Contract (PO No. 2070910427)	(Net HST included)	Cumulative %Increase
Change Order #1 Steele plate required for catch basin to support new cover	\$787.36	0.1%
Change Order #2 Replace cold patch with proper base lift asphalt	\$2,164.98	0.5%
Change Order #3 Additional quantities required for the base lift of asphalt	\$20,044.57	3.5%
Change Order #4 Additional 25mm skim coat of asphalt required for driveway entrances	\$2576.91	4%
Change Order #5 Additional lift of asphalt required to strengthen the road	\$103,401.24	20.70%
Total Change Order Amount	\$128,975.06	20.70%

The total amount of these change orders is \$128,975.06 (including Net HST), which represents a cumulative increase of 20.70% to the original contract value of \$637,197.89 (including Net HST). Please note, we have already added Change Orders #1 to #4, \$25,573.82 (including Net HST) to PO 2070910427. Approval is only required for Change Order #5.

DISCUSSION

During construction in 2023 and 2024, it was determined that changes were required to the scope of work resulting from onsite conditions determined during construction and some final quantities were higher than the estimated amounts by HRM when the tender was issued. In particular, the base lift of asphalt was in poor condition after milling operations. An additional lift of asphalt was required to strengthen the road and ensure longevity of the asset.

FINANCIAL IMPLICATIONS

Budget Summary: Project Account No. CR200006 – Street Recapitalization

Cumulative Uncommitted Budget	\$22,876,755.43
Less: Contract Amendment	\$ 103,401.24
Balance	\$22,773,354.19

RISK CONSIDERATION

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

ENVIRONMENTAL IMPLICATIONS

No environmental implications were identified.

SOCIAL VALUE

Social Value was incorporated into the original contract award. The proposed contract amendment does not alter these requirements.

ALTERNATIVES

The Chief Administrative Officer could choose not to approve the change orders. This is not recommended as the additional scope of work has been completed.

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:

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Council	Any amount

ATTACHMENTS

N/A

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.

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