



P.O. Box 1749
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Information Item No. 2
Audit & Finance Standing Committee
April 16, 2025

TO: Chair and Members of Audit & Finance Standing Committee

FROM: Cathie O'Toole, Chief Administrative Officer

DATE: March 11, 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 & 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.

Name	Original PO Awarded Amount	Value of Amendmen t	Updated Value of PO	% of Increase	Reason for Increase
CAO Contract Amendment – Alternative Procurement 22-1229 – Recreation Software Transition Project Contract Extension	\$438,001	\$189,801	\$627,802	43%	Xplor Technologies will be transitioning HRM to the Xplor Recreation software which meets HRMs original requirements. Delays in Cross-Site Functionality programming compressing UAT, additional time is required from <u>Barrington Consulting Senior Business Analyst</u> engaged on the project to support the software transition with report creation for both Legend and Xplor applications. In January 2023 Alternative Procurement #22-1229 was awarded to Barrington Consulting to secure a Senior Business Analyst for the project. In September 2024, we exercised with Change Order #1 on PO #2070899517 the ability to extend the Barrington Sr BA resource for \$107,414.58 as the go-live for the switch to the new software was pushed to April 2025.
CAO Contract Amendment Tender 21- 093 RFP – Project Management AAA Bikeway Project	\$416,623	\$150,987	\$567,610	36%	In early 2020, HRM signed a contribution agreement with the Province of Nova Scotia for a \$25 million dollar project under the Investing in Canada Infrastructure Program (ICIP) to support the costs of building the Regional Centre All Ages and Abilities Bikeway Network. One of the stipulations in the funding agreement was that HRM hire an external project manager. Colliers Project Leaders Inc. was contracted to do this work following an RFP process in July of 2021 for the original value of \$416,623 (net HST included). Their work scope was originally tied to the 2024 completion date. This extension would continue Colliers’ role in the project until the anticipated timeline for the funds from Provincial and Federal funders to run out (2026).
CAO Contract Amendment Tender 2024- 0034, PO 2070920062 - Fire Boat Infrastructure	\$239,467	\$62,281	\$301,747	26%	Eagle Beach Contractors Ltd was awarded Tender # 2024-0034 in April 2024 through a competitive bid process. The original scope of work was supply and installation of gang way, floating dock and electrical upgrades at the Alderney waterfront to support yearly operations of the new HRFE fire boat. During construction, HRFE requested for a change in the scope of work. The scope change was to include a water line, usable 12 months a year, to flush the two fire pump systems after each use and wash and clean the fire boat upon returning to jetty. The work involves running an insulated water line under the existing wharves.
CAO Contract Amendment RFP# 23-028 – Recreation Software Transition Project Contract Extension	\$370,924	\$133,746	\$504,670	36%	Xplor Technologies will be transitioning HRM to the Xplor Recreation software which meets HRMs original requirements. Due to the vendor turning off the Legend Servers on June 30, 2025, and delays in Cross-Site Functionality programming compressing UAT, this Change Order is to extend the <u>IMP Senior Business Analyst</u> resource to continue the transition to the Xplor Recreation software required for Parks and Recreation. This resource will work under the direction of the Project Management Office (PMO) and the Parks and Recreation Business Lead.

CAO Contract Amendment – PO 2070909410 – Engineering Services for Dartmouth Ferry Terminal	\$43,435	\$20,649	\$64,084	48%	Dillon Consulting Limited was awarded PO 2070909410 in October 2023. The scope of work is to provide Engineering services for the design of a new emergency generator to serve the Dartmouth Ferry Terminal facility. This is required for additional studies to determine a suitable location for the generator and the associated electrical equipment to be installed within the Dartmouth Ferry Terminal.
CAO Contract Amendment PO 2070904381 Project Management Services at Scotiabank Centre	\$29,500	\$20,488	49,988	69%	Collier Project Leaders was awarded PO 2070904381 in July 2023. The scope of work is to provide project management services during the design and construction of a new tenant dressing room at the Scotiabank Centre. This increase is required to provide additional project management services during the construction phase of this project. Additional hours are required due to delays with the timing of the construction and additional site visits to address questions or concerns due to unknown existing site conditions. The primary cause for the additional labour hours is related to a design change for the relocation of existing heating and cooling lines to prevent potential water damage to the new dressing room.
CAO Contract Amendment – Increase to Phase 2 - RFP 18-186 – Design Consulting Services Wrights Cove Transit Terminal	\$214,673	\$196,373	\$411,046	91%	Halifax Transit’s fixed route transit network has grown over the last several years and currently carries over 19 million passengers annually. Growth of the network has increased the number of buses and passengers using each terminal, creating capacity issues that have required new terminals over the past few years. The original project from 2018 was deferred until 2024. This increase in cost is rationalized by additional scope due to the changing needs of the municipality. Staff has recommended an increase to Arcadis Professional Services for changes to the contracted scope of work in the amount of \$42,000 (net HST included). Staff has recommended an additional \$28,000 (net HST included) contingency allowance be included. The additional cost is due to design changes in Phase 2 to address net-zero construction not considered in the original design and changes requested by Halifax Transit to bus routing and platform design to enhance pedestrian safety.
CAO Contract Amendment - Change Order 02, JRPV devices for Halifax Ferry Terminals	\$1,360,000	\$324,869	\$1,684,869	24%	Halifax Regional Municipality issued Request for Proposals #21-095 for a Mobile Ticketing Solution for Halifax Transit in May 2021, Masabi submitted its response to the RFP, and the agreement was signed on April 7, 2023, and went live in November 2023 and has seen a steady increase in users. The Electronic Validation, Phase 2, involved the installation and commissioning of Justride Validators inside buses. During the delivery of phase 2, it was discovered that there had been an increase in the number of transit vehicles not accounted for in the original RFP and awarding. During the delivery of phase 2, it became clear to the project team that the handheld validators should not be pursued: the costs were excessive relative to the functionality offered and future phases of the fare management strategy may not be possible with the handheld validators (smart cards and open payment). As the handheld validators were no longer considered a viable option for the ferry terminals, a different solution was required. Masabi offers a similar product to the JRVs meant for permanent, stationary locations, the JustRide Platform Validator (JRPV). The JRPV is essentially a JRV in a rigid enclosure to be installed in fixed locations at gates, stations, or terminals.



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

APPROVED BY: Original Signed

Cathie O'Toole, Chief Administrative Officer

APPROVAL DATE: March 12, 2025

SUBJECT: Alternative Procurement# 22-1229 Recreation Software Transition Project
Contract Extension

ORIGIN

This report originates from a need to increase the Recreation Software Transition project that was submitted as part of the Capital Budget 23/24.

RECOMMENDATION

It is recommended that the Chief Administrative Officer approves an increase of \$82,385.94 to the Recreation Software Transition project (PO # 2070899517) from Barrington with funding from CI230001, as outlined in the Financial Implications section of this report.

BACKGROUND

HRM owned/operated Recreation Centres as well as Multi-District Facilities (MDFs) are currently utilizing the Legend Recreation software for services including recreation programming, memberships, facility rentals and scheduling, Point of Sale options, financial integration for accounting and payment processing, and other services. There are over 240,000 active users within the system and approximately 22,000 transactions are processed weekly.

Xplor Technologies, the parent company of Legend Recreation, will no longer be supporting services for Legend Recreation within the North American marketplace. Xplor Technologies will be transitioning HRM to the Xplor Recreation software, another product under the company umbrella which meets HRMs original requirements. There will be no changes to the monthly subscription fees or any other fees to HRM and Xplor will provide the required vendor resources to assist with the transition at no cost to HRM.

HRM requires a project team to deploy the new solution to all facilities in scope. The project team will include internal and external team members. There is a requirement for a Senior Business Analyst to work with the project team on this deployment.

In January 2023 Alternative Procurement #22-1229 was awarded to Barrington Consulting to secure a Senior Business Analyst for the project.

In September 2024, we exercised with Change Order #1 on PO #2070899517 the ability to extend the Barrington Sr BA resource for \$107,414.58 as the go-live for the switch to the new software was pushed to April 2025.

Due to the vendor turning off the Legend Servers on June 30, 2025 and delays in Cross-Site Functionality programming compressing UAT, additional time is required from the Senior Business Analyst from Barrington Consulting engaged on the project to support the software transition with report creation for both Legend and Xplor applications. This resource will also train new P&R Business Analysts when 2 vacancies are filled. This Change Order #2 extension request is for \$82,385.94 and represents a 43.3% cumulative increase in the original award.

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 goal of this Change Order is to extend the Barrington Senior Business Analyst resource to continue the transition to the Xplor Recreation software required for Parks and Recreation. This resource will work under the direction of the Project Management Office (PMO) and the Parks and Recreation Business Lead. They work closely with the Project Manager, other project team members, the vendor and operations resources on deliverables and tasks necessary to successfully complete this transition work.

FINANCIAL IMPLICATIONS

Original Alternative Procurement:

The Recreation Transition Project funding is included in the current 23/24 Capital Budget. The total cost of \$438,001 (net HST included) for Contractor Services the funding for this Contract Amendment request will be provided from Capital Budget Approvals:

Capital Budget Project CI230001	
Senior Business Analyst (Barrington)	\$ <u>438,001</u> (PO #2070899517)
Total Funds	

Change Order 1 (PO #2070899517):

The Recreation Transition Project funding is included in the 23/24 Capital Budget current. Based on combined total cost of \$107,415 (net HST included) for Contractor Services the funding for this request will be provided from Capital Budget Approvals:

Capital Budget Project CI230001	
Senior Business Analyst (Barrington)	\$ <u>107,415</u> (PO #2070899517)
Total Funds	\$ 107,415

Change Order 2 (PO #2070899517):

Barrington Change Order #2 total cost of \$82,386 (net HST included) for 79 days of Contractor Services. (The Senior Business Analyst mentioned below from IMP will be submitted in a separate CAO Contract Amendment Report but is listed below to show accurate remaining project funds.) The funding for this request will be provided from Capital Budget Approvals:

Budget Summary:

Project Account No. CI230001	
Cumulative Uncommitted Budget	\$751,617
Less: Change Order#2 (PO#2070899517)	\$ 82,386 (Senior Business Analyst – Barrington)
Less: Change Order#2 (PO#2070900262)	\$ 54,489 (Senior Business Analyst – IMP)
Balance	\$614,742

The balance of funds will be used for temporary resources /external consultants and implementation of the project as set out in the capital budget.

RISK CONSIDERATION

If resources are not available to support the go-live of the new software, there will be impacts to the Recreation services and the public.

ENVIRONMENTAL IMPLICATIONS

No environmental implications were identified.

SOCIAL VALUE

If the transition to the new software is not completed, it means there will be no active software for Recreation centers and programs. It means the public will not be able to sign up for programs, book facilities or pay membership fees. It will have a great impact on communities.

ALTERNATIVES

- a) Direct staff to complete the project using internal resources. This is not recommended as IT has limited capacity to complete the project. This lack of internal resource availability would significantly delay this project.
- b) Go back to market for resources. This is not recommended as the time to secure resources and get them up to speed would significantly delay this project.

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

None

Report Prepared by: Nicola Smith, Project Coordinator, IT Project Management Office, 902.478.1559



P.O. Box 1749
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CAO Contract Amendment Report

APPROVED BY: Original Signed

Cathie O'Toole, Chief Administrative Officer

APPROVAL DATE: March 12, 2025

SUBJECT: CAO Award - CA - 21-093 RFP Project Management AAA Bikeway Project

ORIGIN

This report originates from a need to increase contract PO 2070868327 – RFP - 21-093 PROJECT MANAGEMENT AAA BIKEWAY PROJECT

RECOMMENDATION

It is recommended that the Chief Administrative Officer approves an increase of \$150,987.36 including Net HST (4.286%) to PO 2070868327 – RFP - 21-093 PROJECT MANAGEMENT AAA BIKEWAY PROJECT with COLLIERS PROJECT LEADERS INC with funding from AAA account CR200007, as outlined in the Financial Implications section of this report.

BACKGROUND

In early 2020, HRM signed a contribution agreement with the Province of Nova Scotia for a \$25 million dollar project under the Investing in Canada Infrastructure Program (ICIP) to support the costs of building the Regional Centre All Ages and Abilities Bikeway Network. The original target completion date of the project was 2024, but this has since been amended to 2028.

One of the stipulations in the funding agreement was that HRM hire an external project manager to support budget planning and forecasting, claims for reimbursements and other supporting functions.

COLLIERS PROJECT LEADERS INC was contracted to do this work following an RFP process in July of 2021 for the original value of \$416,623 (net HST included). Their work scope was originally tied to the 2024 completion date. This extension (change order) would continue Colliers' role in the project until the anticipated timeline for the funds from Provincial and Federal funders to run out (2026) when their functions for cashflow forecasting and invoicing are no longer required. This contract extension is captured in Change Order No. 1 for a contract increase of \$150,987.36 (net HST included) or 36.24%.

Original value of PO 2070868327 – RFP - 21-093 PROJECT MANAGEMENT AAA BIKEWAY PROJECT was \$416,623 (Net HST Included) plus increase for this change order No.1 of \$150,987 (Net HST included for a total of \$567,610 (Net HST included).

The Change Order No. 1 exceeds \$20,000 and 20% of the originally approved contract amount. 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

Colliers has reached the fee upset limit for the project. To ensure the continued success and completion of Colliers' services, it is required to extend the services until December 31, 2026. The project team expects the cost-shared funding from the Provincial and Federal governments to be exhausted by this point which means there will be no need for Collier's services.

The proposed ongoing scope in this Chage Order has been reduced to focus on key deliverables compared to the original PO.

FINANCIAL IMPLICATIONS

A change order for \$144,782.00 plus net HST of \$6,205.36 for a total of \$150,987.36. This is an eligible cost under the cost sharing agreement and, as such, HRM's share will be \$25 667.85 (net HST included), which is 17% of total costs, with the Federal share at 50% and the Provincial share at 33%.

As HRM's share represents a small fraction of the total budget, there is sufficient capacity to accommodate it.

Budget Summary:	<u>Project Account No. CR200007</u>	
	Cumulative Uncommitted Budget 2024/25	\$6,046,984.04
	Project Management Consultant	
	budget item 2024/25	
	Less: CO for PO 2070868327	<u>\$150,987.36</u>
	Balance	\$5,895,996.68

The balance of 2024/25 funds will be used for carried-over projects to be delivered in 2025.

RISK CONSIDERATION

To mitigate the risk of further cost impacts, the management tasks for Colliers' scope will be limited to ICIP claims, reports, meetings, and coordination related to ICIP funds only. HRM's Program Manager will track the budget available for Colliers' tasks to ensure that funds are used efficiently until the end of the revised timeline.

ENVIRONMENTAL IMPLICATIONS

No environmental implications were identified.

SOCIAL VALUE

Not applicable – This is a change Order.

ALTERNATIVES

An alternative would be to issue a new RFP. However, in that scenario, terminating the contract with Colliers would necessitate payments for services already performed. Also, this would adversely affect delaying the ICIP claims process and the efficiency of securing ICIP funds. Consequently, this alternative is not recommended.

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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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 – COLLIERS CHANGE ORDER REQUEST

Report Prepared by: Daniel Yanez Sanchez/ Program Manager/ Design & Construction /902.483.3237



P.O. Box 1749
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CAO Contract Amendment Report

APPROVED BY: Original Signed

Cathie O'Toole, Chief Administrative Officer

APPROVAL DATE: March 14, 2024

SUBJECT: **CAO Award – Tender 2024-0034, Increase to PO 2070920062 – Fire Boat Infrastructure**

ORIGIN

This report originates from a need to increase contract PO 2070920062.

RECOMMENDATION

It is recommended that the Chief Administrative Officer approve an increase of \$40,000 (net HST included) to PO 2070920062 with Eagle Beach Contractors Ltd. with funding from CB000087 - Wharf Recapitalization, as outlined in the Financial Implications section of this report.

BACKGROUND

Eagle Beach Contractors Ltd was awarded Tender # 2024-0034 in April 2024 through a competitive bid process. The original scope of work was supply and installation of gang way, floating dock and electrical upgrades at the Alderney waterfront to support yearly operations of the new HRFE fire boat.

During construction, HRFE requested for a change in the scope of work. The scope change was to include a water line, usable 12 months a year, to flush the two fire pump systems after each use and wash and clean the fire boat upon returning to jetty. The work involves running an insulated water line under the existing wharves.

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 2070920062 for changes in the contracted scope of work (for a new water line) in the amount of \$40,000 (net HST included).

Contract change summary:

Initial PO Award (net HST included)	\$ 239,466.73
PO increases to date (net HST included)	\$ 22,280.70
Request for Increase (net HST included)	\$ 40,000.00
New Contract Value (net HST included)	\$ 301,747.43

The total amount of changes (approved and pending) is \$62,280.70 (net HST included), which represents a total increase of 26% to the original contract value of \$239,466.73 (net HST included).

Funding is available in the project account.

FINANCIAL IMPLICATIONS

Funding for the \$40,000 (net HST included) increase to PO 2070920062 is available from Capital Account No. CB000087 – Wharf Recapitalization.

Budget Summary:	<u>Project Account No. CB000087 – Wharf Recapitalization</u>	
	Cumulative Uncommitted Budget	\$626,819
	Less: Contract Amendment #3	<u>\$ 40,000</u>
	Balance	\$568,819

The account will be closed at the end of fiscal 24/25 and the remaining unspent funds will be returned to reserve.

RISK CONSIDERATION

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

ENVIRONMENTAL IMPLICATIONS

No environmental implications were identified.

SOCIAL VALUE

Consideration was given to Social Value for inclusive employment, work experience programs, diverse supply chain, and energy and waste reduction measures during the original tender process.

ALTERNATIVES

The CAO may choose not to approve the current contract amendment.

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

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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: 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: March 14, 2025

SUBJECT: RFP# 23-028 Recreation Software Transition Project Contract Extension

ORIGIN

This report originates from a need to increase the Recreation Software Transition project that was submitted as part of the Capital Budget 23/24.

RECOMMENDATION

It is recommended that the Chief Administrative Officer approves an increase of \$54,489.44 to the Recreation Software Transition project (PO # 2070900262) from IMP with funding from CI230001, as outlined in the Financial Implications section of this report.

BACKGROUND

HRM owned/operated Recreation Centres as well as Multi-District Facilities (MDFs) are currently utilizing the Legend Recreation software for services including recreation programming, memberships, facility rentals and scheduling, Point of Sale options, financial integration for accounting and payment processing, and other services. There are over 240,000 active users within the system and approximately 22,000 transactions are processed weekly.

Xplor Technologies, the parent company of Legend Recreation, will no longer be supporting services for Legend Recreation within the North American marketplace. Xplor Technologies will be transitioning HRM to the Xplor Recreation software, another product under the company umbrella which meets HRMs original requirements. There will be no changes to the monthly subscription fees or any other fees to HRM and Xplor will provide the required vendor resources to assist with the transition at no cost to HRM.

HRM requires a project team to deploy the new solution to all facilities in scope. The project team will include internal and external team members. There is a requirement for a Senior Business Analyst to work with the project team on this deployment.

In March 2023 RFP 23-028 was awarded to Barrington Consulting for a Solution Architect and to IMP Solutions for a Business Analyst resource for the project.

In September 2024, we exercised the ability to with Change Order #1 on PO #2070900262 to extend the IMP Solutions Business Analyst resource for \$79,257.36 as the go-live for the switch to the new software was pushed to April 2025.

Due to the vendor turning off the Legend Servers on June 30, 2025 and delays in Cross-Site Functionality programming compressing UAT, additional time is required from the Senior Business Analyst from IMP engaged on the project to support the software transition by documenting extensive process changes required for Xplor. As well, P&R will be posting for 2 vacant Business Analysts and the IMP resource will assist in the transition by participating in training the RecBA new hires. This Change Order #2 extension request is for \$54,489.44 and represents a 36.06% cumulative increase in the original award.

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 goal of this Change Order is to extend the **IMP Senior Business Analyst** resource to continue the transition to the Xplor Recreation software required for Parks and Recreation. This resource will work under the direction of the Project Management Office (PMO) and the Parks and Recreation Business Lead. They work closely with the Project Manager, other project team members, the vendor and operations resources on deliverables and tasks necessary to successfully complete this transition work.

FINANCIAL IMPLICATIONS

Original RFP:

The Recreation Transition Project funding is included in the 23/24 Capital Budget current. Based on combined total cost of \$512,928 plus net HST of \$21,984 for a total of \$534,912 (net HST included) for Contractor Services the funding for this RFP request will be provided from Capital Budget Approvals:

Capital Budget Project CI230001	
Solution Architect (Barrington)	\$163,988
Senior Business Analyst (IMP)	<u>\$ 370,924</u>
Total Funds	\$534,912

Change Order #1:

The Recreation Transition Project funding is included in the 23/24 Capital Budget current. Change Order #1 was for 80 days service for the IMP Contractor Services (Business Analyst) resource at a total cost of \$79,257 (net HST included). The funding for this previously approved request was provided from Capital Budget Approvals:

Capital Budget Project CI230001	
Senior Business Analyst (IMP)	<u>\$ 79,257</u>
Total Funds	\$ 79,257

Change Order 2:

IMP Change Order #2 to add 55 days service for the IMP Contractor Services (Senior Business Analyst) resource total cost of \$54,489 (net HST included).

(The Senior Business Analyst mentioned below from Barrington Consultants will be submitted in a separate CAO Contract Amendment Report for \$82,386 but is listed below, for clarity, to show accurate remaining project funds.) The funding for this request will be provided from Capital Budget Approvals:

Budget Summary:

<u>Project Account No. CI230001</u>	
Cumulative Uncommitted Budget	\$751,617

Less: Change Order#2 (PO#2070899517)	\$ 82,386 (Senior Business Analyst – Barrington)
Less: Change Order#2 (PO#2070900262)	\$ 54,489 (Senior Business Analyst – IMP)
Balance	\$614,742

The balance of funds will be used for temporary resources /external consultants and implementation of the project as set out in the capital budget.

RISK CONSIDERATION

If resources are not available to support the go-live of the new software, there will be impacts to the Recreation services and the public.

ENVIRONMENTAL IMPLICATIONS

No environmental implications were identified.

SOCIAL VALUE

If the transition to the new software is not completed, it means there will be no active software for Recreation centers and programs. It means the public will not be able to sign up for programs, book facilities or pay membership fees. It will have a great impact on communities.

ALTERNATIVES

- a) Direct staff to complete the project using internal resources. This is not recommended as IT has limited capacity to complete the project. This lack of internal resource availability would significantly delay this project.
- b) Go back to market for resources. This is not recommended as the time to secure resources and get them up to speed would significantly delay this project.

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

None

Report Prepared by: Nicola Smith, Project Coordinator, IT Project Management Office, 902.478.1559



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

APPROVED BY: Original Signed

Cathie O'Toole, Chief Administrative Officer

APPROVAL DATE: March 21, 2025

SUBJECT: **CAO Contract Amendment Report – PO 2070909410 Engineering Services for Dartmouth Ferry Terminal**

ORIGIN

This report originates from a need to increase contract PO 2070909410.

RECOMMENDATION

It is recommended that the Chief Administrative Officer approves an increase of \$20,649 including Net HST to PO 2070909410 with Dillon Consulting Limited with funding from CB000016 – Transit Facility Investment Strategy, as outlined in the Financial Implications section of this report.

BACKGROUND

Dillon Consulting Limited was awarded PO 2070909410 in October 2023. The scope of work is to provide Engineering services for the design of a new emergency generator to serve the Dartmouth Ferry Terminal facility. There have been no previous changes to the scope of work.

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 2070909410 for additional engineering services in the amount of \$20,649 including Net HST.

This is required for additional studies to determine a suitable location for the generator and the associated electrical equipment to be installed within the Dartmouth Ferry Terminal. The initial study proposed a final location for the generator that would require operational changes for the commercial tenants of the Alderney Landing complex, specifically related to the current location of the industrial waste receptacles. The need to change the plan to a new location has driven the need for the additional structural assessment. This includes additional structural review to ensure the existing concrete slab can support the new generator, code compliance review, and layout changes to meet operational needs of Dartmouth Ferry Terminal as well as Alderney Landing.

Facility Design and Construction will ensure all stakeholders are identified and considered in upcoming capital projects at the Alderney complex.

The total amount of changes (approved and pending) is \$20,649 including Net HST, which represents a cumulative increase of 48.5% to the original contract value of \$43,435 including Net HST.

FINANCIAL IMPLICATIONS

Funding for the \$20,649 including Net HST including Net HST is available from Capital Account No. CB000016 – Transit Facility Investment Strategy.

Budget Summary:	<u>Project Account No. CB000016 – Transit Facility Investment Strategy</u>	
	Cumulative Uncommitted Budget	\$ 1,016,469
	Less: Contract Amendment #1	<u>\$ 20,649</u>
	Balance	\$ 995,820

The balance of funds will be used for projects at various Halifax Transit facilities as identified in the approved Capital Budget.

RISK CONSIDERATION

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

ENVIRONMENTAL IMPLICATIONS

No environmental implications were identified.

SOCIAL VALUE

There are no social value considerations as this was a Standing Offer established prior to social value requirements.

ALTERNATIVES

The CAO may choose not to approve the current contract amendment.

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

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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

None

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



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

APPROVED BY: Original Signed

Cathie O'Toole, Chief Administrative Officer

APPROVAL DATE: March 24, 2025

SUBJECT: **CAO Contract Amendment Report – PO 2070904381 Project Management Services at Scotiabank Centre**

ORIGIN

This report originates from a need to increase contract PO 2070904381.

RECOMMENDATION

It is recommended that the Chief Administrative Officer approves an increase of \$20,488 HST fully reimbursable to PO 2070904381 with Colliers Project Leaders with funding from CB200008 – PR - Scotiabank Centre, as outlined in the Financial Implications section of this report.

BACKGROUND

Collier Project Leaders was awarded PO 2070904381 in July 2023. The scope of work is to provide project management services during the design and construction of a new tenant dressing room at the Scotiabank Centre.

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

It is recommended that the Chief Administrative Officer approves an increase to PO 2070904381 for additional project management services in the amount of \$20,488 HST fully reimbursable.

This increase is required to provide additional project management services during the construction phase of this project. Additional hours are required due to delays with the timing of the construction and additional site visits to address questions or concerns due to unknown existing site conditions. The primary cause for the additional labour hours is related to a design change for the relocation of existing heating and cooling lines to prevent potential water damage to the new dressing room.

The total amount of changes (approved and pending) is \$20,488 HST fully reimbursable, which represents a cumulative increase of 69% to the original contract value of \$29,500 HST fully reimbursable.

FINANCIAL IMPLICATIONS

Funding for the \$20,488 HST fully reimbursable increase to PO 2070904381 is available from Capital Account No. CB200008 – PR - Scotiabank Centre.

Budget Summary:	<u>Project Account No. CB200008 – PR – Scotiabank Centre</u>	
	Cumulative Uncommitted Budget	\$ 1,343,672
	Less: Contract Amendment #1	<u>\$ 20,488</u>
	Balance	\$ 1,323,184

The balance of funds will be used for projects at Scotiabank Centre as identified in the approved Capital Budget.

RISK CONSIDERATION

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

ENVIRONMENTAL IMPLICATIONS

No environmental implications were identified.

SOCIAL VALUE

There are no social value considerations as this was a standing offer established prior to social value requirements.

ALTERNATIVES

The CAO may choose not to approve the current contract amendment.

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

None

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



P.O. Box 1749
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CAO Contract Amendment Report

APPROVED BY: Original Signed

Jerry Blackwood, Acting Chief Administrative Officer

APPROVAL DATE: April 1, 2025

SUBJECT: **CAO Contract Amendment – Increase to Phase 2 - RFP 18-186 – Design Consulting Services Wrights Cove Transit Terminal**

ORIGIN

This report originates from a need to increase contract PO 2070924188, Phase 2 - RFP 18-186 - Design Consulting Services Wrights Cove Transit Terminal beyond 15% of its original award.

RECOMMENDATION

It is recommended that the Chief Administrative Officer approves an increase to the contract of Phase 2 of RFP 18-186, Design Consulting Services Wrights Cove Transit Terminal to Arcadis Professional Services (PO 2070924188) for additional of design services in the amount of \$70,000 (net HST included), with funding from Capital Account No. CR000007 – HT - Wrights Cove Terminal as outlined in the Financial Implications section of this report.

BACKGROUND

Halifax Transit's fixed route transit network has grown over the last several years and currently carries over 19 million passengers annually. This network has a design focus on strategically located terminals throughout the service area to maximize transfer opportunities for passengers. Growth of the network has increased the number of buses and passengers using each terminal, creating capacity issues that have required new terminals over the past few years. The Bridge Terminal (2012), Highfield Terminal (2014) and Lacewood Terminal (2015) are the most recent examples of Halifax Transit's and Regional Council's response to the public transit growth in the Municipality. These terminals have been developed to have a common feel and visual similarities that have strengthened Halifax Transit's recognizable brand.

The new Halifax Transit Terminal will be located at the corner of Bancroft Lane and Marketplace Drive, Dartmouth (off Windmill Road below Burnside Industrial Park).

The Moving Forward Together Plan was approved by Regional Council in 2016. While the plan identifies Wrights Cove Terminal as part of the plan's network restructuring, the concept for a new terminal in this part of the city has been explored for some time. Windmill Road is a strategic link between Sackville and Dartmouth and the adjacent Burnside Business Park employs thousands of people.

Wrights Cove Transit Terminal is required to provide capacity for projected growth in demand for transit services in this area. The terminal will provide operational benefits by reducing redundancy on the route network and will act as a transfer for people travelling to or from Burnside Business Park. It is anticipated

that this site will see passengers transferring between routes as well as passengers accessing or egressing the terminal from Windmill Road or the adjacent residential buildings and commercial shops and facilities.

The terminal will support the high density residential and mixed-use development planned and under construction within the vicinity of the site, in addition to meeting operational requirements as described above. The aesthetics of the design will be consistent with the Halifax Transit brand and consistent with the quality and aesthetics of the neighbouring developments.

The terminal will include:

- A 5-bay island bus platform
- A trail and other features to promote active transportation modes
- A terminal building with public waiting space, public and staff washrooms and staff breakroom
- Bus layover space
- Outdoor amenity space for transit users
- Real-time information displays

The terminal will not include a Park & Ride.

Phase 1 which included the Schematic Design and preliminary costing, was awarded to IBI Group on October 12, 2018. Arcadis Professional Services acquired IBI Group in late 2022.

The next phase of funding for this project was approved in the 2024/25 Capital Budget, allowing Halifax Transit to move forward with Phase 2 services for design development and tender documents. Additional funding in the amount of \$4.0M has been requested over the 2025/26 and 2026/27 budget cycles for construction of the terminal.

The original project from 2018 was deferred until 2024. This increase in cost is rationalized by additional scope due to the changing needs of the municipality.

This terminal will provide improved connections for individuals travelling between Sackville, Dartmouth, and Burnside. It will also improve passenger comfort and overall network efficiency.

The CAO has previously approved an increase in the contract on August 19, 2024. This increase was for the additional scope of work defined from the Phase 1 study and the inflationary costs in delaying the project from 2018 to 2024.

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 Arcadis Professional Services for changes to the contracted scope of work in the amount of \$42,000 (net HST included). Staff has recommended an additional \$28,000 (net HST included) contingency allowance be included. The additional cost is due to design changes in Phase 2 to address net-zero construction not considered in the original design and changes requested by Halifax Transit to bus routing and platform design to enhance pedestrian safety. The rationale for a higher contingency is the unknown impact the turning radius adjustments and sight lines will have on the overall site design. The release of these contingency funds will be by approval of the Project Manager, only if necessary.

A summary of the changes are as follows:

PO Award (net HST included)

\$214,673

CAO Contract Increase #1 (net HST included)	\$126,373
Request for increase #2 (net HST included)	<u>\$ 70,000</u>
New Contract Value (net HST included)	\$411,046

The total amount of changes (approved and pending) is \$196,373 (net HST included), which represents a cumulative increase of 91.48% to the original contract value of \$214,673 (net HST included).

A recommendation for Contract administration, Close-out and Warranty fees will be included in the award for the construction tender in 2025/26. These fees are estimated at \$155,000 net HST included.

FINANCIAL IMPLICATIONS

Funding in the amount of \$70,000 (net HST included) is available from Project Account No. CR000007 HT - Wrights Cove Terminal. The budget availability has been confirmed by Finance.

Budget Summary:	<u>Project Account No. CR000007 HT - Wrights Cove Terminal</u>	
	Cumulative Uncommitted Budget	\$4,620,550
	Less: Contract Amendment #2	<u>\$ 70,000 *</u>
	Balance	\$4,550,550

The balance of funds will be used to issue the construction tender in 2025/26, contingent on Council's approval of the 2025/26 budget.

RISK CONSIDERATION

No risk considerations were identified.

ENVIRONMENTAL IMPLICATIONS

No environmental implications were identified.

SOCIAL VALUE

Social Procurement was not part of the RFP evaluation process in 2018.

ALTERNATIVES

The CAO may choose not to approve the recommendation in the report.

LEGISLATIVE AUTHORITY

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

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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

None

Report Prepared by: Matthew Glynn, Project Manager, Facility Design & Construction, Property, Fleet & Environment, 902.222.6346



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

CAO Contract Amendment Report

APPROVED BY: Original Signed

Jerry Blackwood, Acting Chief Administrative Officer

APPROVAL DATE: April 1, 2025

SUBJECT: Award – Change Order 02, JRPV devices for Halifax Ferry Terminals

ORIGIN

This report originates from a need to increase contract PO 2070904275

RECOMMENDATION

It is recommended that the Chief Administrative Officer approve an increase of \$161,497.30 (net HST Included) to PO 2070904275 21-095 Mobile Ticketing Solution with Masabi LLC with funding from CM210011 Transit Fare Management as outlined in the Financial Implications section of this report.

BACKGROUND

Halifax Regional Municipality issued Request for Proposals #21-095 for a Mobile Ticketing Solution for Halifax Transit in May 2021, Masabi submitted its response to the RFP, and the agreement was signed on April 7, 2023. This high-level Statement of Work (SOW) defines the scope of the Masabi Justride platform and the high-level solution that Masabi will deliver during this phase of the project. The first two phases of the Halifax Transit Fare Management Phase 2 Strategy: (i) a mobile fare payment application and (ii) onboard validators for use with the mobile fare payment application.

The Halifax Fare Management Phase 1 Justride Mobile Ticketing (branded for Halifax as HFXGO) was jointly delivered by Masabi and Halifax Transit and went live in November 2023 and has seen a steady increase in users.

The Electronic Validation, Phase 2, involved the installation and commissioning of Justride Validators inside buses. The onboard validators for use with the mobile fare payment application have been partially delivered by Masabi and Halifax Transit since early 2024. The JustRide Validators (JRVs) have been installed in the entire conventional fleet of Halifax Transit buses. The JRVs, while currently able to validate fare products, are not yet connected to the back-end solution; unforeseen mobile connectivity issues have forced HRM IT and Halifax Transit to plan an upgrade to the on-vehicle modems in use on Halifax Transit buses.

During the delivery of phase 2, it was discovered that there had been an increase in the number of transit vehicles not accounted for in the original RFP and awarding. As a result, Halifax Transit introduced Change Order 1 to include an additional 15 JRV installations for Halifax fleet expansion buses not included in the original RFP, standard and custom stanchions, additional cabling, and operating costs for the vehicles.

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 original fare management plan included the implementation of another product offered by Masabi: handheld validators. These validators would offer similar functionality to the JustRide Validators (JRVs) installed on the conventional fleet but are portable. These handheld validators would be utilized in the Access-A-Bus fleet and at the ferry terminals.

During the delivery of phase 2, it became clear to the project team that the handheld validators should not be pursued: the costs were excessive relative to the functionality offered and future phases of the fare management strategy may not be possible with the handheld validators (smart cards and open payment).

As the handheld validators were no longer considered a viable option for the ferry terminals, a different solution was required. Masabi offers a similar product to the JRVs meant for permanent, stationary locations, the JustRide Platform Validator (JRPV). The JRPV is essentially a JRV in a rigid enclosure to be installed in fixed locations at gates, stations, or terminals.

The goal is to secure additional JRPV devices to supplement existing validators, similar to those on Halifax Transit vehicles and enhance the customer experience for Halifax Ferry. Change Request No. 2 involves the addition of ten (10) JRPVs, including associated spares, installation, and operating costs. The original contract did not include validator devices for implementation at three (3) existing ferry terminals.

FINANCIAL IMPLICATIONS

Based on combined total cost of \$161,497.30 (net HST Included) for Contractor Services, funding is available from Project Account No. CM210011 Transit Fare Management. The budget availability has been confirmed by Finance.

Budget Summary:	Project Account No. CM210011 – Transit Fare Management
	Cumulative Uncommitted Budget \$ 1,014,866.00
	Less: Contract Amendment # 02 \$161,497.30 (net HST incl.)
	Balance \$ 853,368.70

This is the second change order associated with PO# 2070904275. A summary of changes are as follows:

PO Award (net HST included):	\$1,360,000
Change Order No. 1 (net HST included):	\$163,372.21
Request for Increase (net HST included):	\$161,497.30
New Contract Value (net HST included):	\$1,684,869.51

The total amount of changes (approved and pending) is \$ 324,869.51 (net HST included), which represents a cumulative increase of 23.9% to the original contract value of \$ 1,360,000 (net HST included).

The balance of funds will be used for training, advertising, and public communications related to the rollout of the phases of the Halifax Transit Fare Management strategy, as well as preliminary planning for subsequent phases.

RISK CONSIDERATION

There are no significant risks associated with the recommendations in this report for the Halifax Transit Technology Program.

ENVIRONMENTAL IMPLICATIONS

No environmental implications were identified.

SOCIAL VALUE

This initiative represents a significant enhancement in service for Halifax Regional constituents, aimed at streamlining fare payment processes at Halifax Ferry Terminal locations.

ALTERNATIVES

The CAO could direct staff to refrain from purchasing these validators. However, this approach is not recommended, as all fares on the HFXGO app at the Halifax Ferry Terminals are done through visual validation which is more time consuming for security staff at the ferry terminals and data is not automatically collected as it would be from the JRPVs. The validators are proprietary to the system implemented; no alternatives were considered.

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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- (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

Contract Amendments

32. (1) All contract amendments must comply with the requirements of section 79A of the Halifax Regional Municipality Charter regarding municipal expenditures.
- (2) A contract amendment that increases the price of a contract shall not be made without a corresponding change in contract deliverables or scope of work, unless it is otherwise in the best interest of the Municipality to agree to the contract amendment.
- (3) A contract amendment for the delivery of Goods, Services or Construction that were not included in the initial procurement shall:

- (a) meet the conditions for Alternative Procurement; or
- (b) be in the best interests of the Municipality.
- (4) Contract amendments shall be tracked and significant variances substantiated.
- (5) Approvals for contract amendments and copies of all contract amendments shall be documented in writing and submitted to the Procurement Section. Where practical, such submission shall be done prior to the work being undertaken.
- (6) Approval formats for contract amendments will be as approved by the Director of Procurement.
- (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: CO2 Halifax Contract - Variation Letter re JRPVs - v2 6.09.2024
Attachment B: Halifax Platform Validators Change Order 2 Ver 2 (Oct 1_ 2024)

Report Prepared by: Shawn McAndrew/ Acting Manager, Technical Services – Halifax Transit/ 902-240-5528
