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Item No. 15.1.1
Halifax Regional Council
April 5, 2022

TO: Mayor Savage and Members of Halifax Regional Council

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

DATE: February 3, 2022

SUBJECT: Increase to Contract – PO 2070830546 – Consulting Services for Fort Needham Park Washrooms

ORIGIN

This report originates from a need to increase Purchase Order 2070830546, Consulting Services for Fort Needham Park Washrooms, beyond 20% of its original award.

LEGISLATIVE AUTHORITY

The Municipality may spend money for municipal purposes in accordance with section 79A of the HRM Charter. The recommended contract award complies with all of the pre-requisites for awarding contracts as set out in section 26 of Administrative Order 2020-004-ADM, the *Procurement Administrative Order*.

In accordance with Administrative Order 2020-004-ADM, The Procurement Administrative Order, Appendix B, Contract Amendment Guidelines, Council can approve cumulative contract amendments of any amount; Director is limited to 15% or \$15,000, CAO is limited (a) \$20,000 or (b) a 20% increase to the originally approved, contract amount, whichever is greater.

RECOMMENDATION

It is recommended that Halifax Regional Council approve an increase of \$4,130 (net HST included) to PO 2070830546, Consulting Services for Fort Needham Park Washrooms, from Project No. CB210016 – Fort Needham Washrooms as outlined in the Financial Implications section of this report.

BACKGROUND

Fort Needham Memorial Park is a 15.6-acre regional park located in the north end of the Halifax peninsula. It is the site of the Halifax Explosion Memorial Bell Tower, a monument completed in 1985 to commemorate the Halifax Explosion.

The new washroom facility is being constructed as the final component of the Fort Needham Park Master Plan. The design of this public washroom facility supports gender neutral access and incorporates a very high level of accessibility to provide access for all ages and abilities. The facility supports the HRM Parks Washrooms & Drinking Fountains Strategy and will be open year-round.

This project also supports the HalifACT 2050 initiative with a rooftop photovoltaic system that will achieve a net zero energy goal for this new facility.

Previous change orders relating to consulting services were issued for \$18,000.00 (net HST included) for additional topographic survey work, photovoltaic system design, additional analysis of the pre-tender cost estimate and associated design changes.

DISCUSSION

Additional consultant services for construction contract administration are being sought to accommodate an extension to the construction schedule, which was originally 4 months, and has extended to a total of 9 months. Delays are due to HRM decision to expand the scope of work beyond what was identified in the November 2021 approval, including the Code Blue alarm system, an emergency support system that is being adopted by HRM. There have also been material and equipment delays.

Staff is recommending an increase to the contract with Anne Sinclair Architect's PO 2070830546, for changes to the contracted scope of work in the amount of \$4,130.00 (net HST included).

A summary of the changes are as follows:

PO Award (net HST included)	\$60,590.00
CO increases approved to date (net HST Included)	\$18,000.00
Request for Increase (net HST included)	<u>\$ 4,130.00</u>
New Contract Value (net HST included)	\$82,720.00

The total cost of change orders is \$22,130.00 (net HST included), which represents a cumulative increase of 37% to the original contract value of \$60,590.00 (net HST included).

FINANCIAL IMPLICATIONS

Funding in the amount of \$4,130.00 (net HST included) is available from Project Account No. CB210016 - Fort Needham Washrooms. The budget availability has been confirmed by Finance.

Budget Summary:	<u>Project Account No. CB210016 - Fort Needham Washrooms</u>	
	Cumulative Uncommitted Budget	\$203,384.98
	Less: Increase to PO 2070830546	<u>\$ 4,130.00</u>
	Balance	\$199,254.98

The balance of funds will be used for recapitalization work.

RISK CONSIDERATION

No risk considerations were identified.

ENVIRONMENTAL IMPLICATIONS

No environmental implications were identified.

ALTERNATIVES

Halifax Regional Council could chose not to approved the recommendation.

ATTACHMENTS

No attachments.

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

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