



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

Information Item No. 2
Audit & Finance Standing Committee
October 9, 2024

TO: Chair and Members of Audit & Finance Standing Committee

FROM: Cathie O'Toole, Chief Administrative Officer

DATE: September 18, 2024

SUBJECT: **CAO Contract Amendment Reporting**

ORIGIN

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

EXECUTIVE SUMMARY

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

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

BACKGROUND

The purpose of this report is to provide a listing of all CAO approved contract amendment reports.

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

DISCUSSION

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

FINANCIAL IMPLICATIONS

The financial implications, including budget details and account details are outlined in the Financial Implications section of the individual reports as outlined in the Attachment and 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

Approved CAO Contract Amendment Reports

ATTACHMENT 1

Name	Original PO Awarded Amount	Value of Amendment	Updated Value of PO	% of Increase	Reason for Increase
<p>CAO Contract Amendment Report – RFP 18-302 PO 2070796457 Bayers Road Transit Priority-Increase to Contract #11</p>	<p>\$114,324</p>	<p>\$444,390</p>	<p>\$558,714</p>	<p>389%</p>	<p>Phase 2 (Connaught Avenue to Windsor Street) construction was planned to be tendered in fall/winter 2022 with construction in 2023. However, due to the current status of the land acquisition schedule, it is expected that the Phase 2 construction will be tendered and constructed in 2025. Additional costs and scope items have been added to the project, including integration of the Halifax Water watermain replacement and design changes to the Windsor, Young and Bayers Road intersection to accommodate proposed at facilities on Windsor and Young Streets.</p> <p>Previous Regional Council approvals include C.O.#4 (Item 15.1.1 – December 10, 2019); C.O.#7 (Item 9.1.4 – June 23, 2020; & C.O. #'s 8&9 (Item 11.1.7 – August 17, 2021). C.O. #10 (Item 15.1.1 – November 8, 2022).</p>
<p>CAO Contract Amendment Report – RFP 18-186 PO 2070924188 Phase 2 - Design Consulting Services Wrights Cove Transit Terminal</p>	<p>\$214,673</p>	<p>\$126, 373</p>	<p>\$341,046</p>	<p>59%</p>	<p>Staff has recommended an increase to Arcadis Professional Services for changes to the contracted scope of work in the amount of \$126,373 (net HST included). This recommendation includes a \$10,000 (4.66% increase) contingency allowance for design changes. The release of these contingency funds will be by approval of the PM, only if necessary. The original award value for Phase 2 was included in the submission for RFP 18-186, since then there has been an escalation in costs and the Phase 1 work identified additional scope of work.</p>

Name	Original PO Awarded Amount	Value of Amendment	Updated Value of PO	% of Increase	Reason for Increase
CAO Contract Amendment Report RFP 2023-2042 PO 2070903684 HTTP Project Team Augmentation	\$723,797	\$166,418	\$890,215	23%	The goal is to secure the current project team for an additional 8 months (on a part-time basis) to complete the Fixed Route Planning Phase 1 project work and implementation. These project resources are required due to the volume of work, the level of knowledge and expertise they have gained and the impact of changing resources on the project timeline in advance of implementation. An estimated project completion date of December 2024 is expected. The extension to December would ensure time for all required post go-live activities. This will be the final extension for these resources.



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CAO Contract Amendment Report

APPROVED BY: Original Signed

Cathie O'Toole, Chief Administrative Officer

APPROVAL DATE: August 19, 2024

SUBJECT: Award – RFP 18-302, Bayers Road Transit Priority- Increase to Contract #11

ORIGIN

This report originates from a need to increase the contract beyond 20% or \$20,000 of its original value.

RECOMMENDATION

It is recommended that the Chief Administrative Officer approve an increase to contract with WSP Canada Inc. (Purchase Order No. 2070796457) for additional work beyond the original scope in the amount of \$94,431 (net HST included) with funding from Project Account CT200002 – Transit Priority Measures Corridors as outlined in the Financial Implications section of this report.

BACKGROUND

The Halifax Transit Moving Forward Together Plan, approved by Regional Council in April 2016, identified Bayers Road as a critical bottleneck for transit service into and out of downtown Halifax. At the December 5, 2017, meeting of Regional Council, the Integrated Mobility Plan (IMP) was approved, and staff were directed to include an implementation plan in the upcoming staff report for the Bayers Road Transit Priority corridor functional design to allow Council to consider construction in fiscal 2019/20.

Following a design process that included extensive stakeholder and public engagement, staff presented the preferred functional design option to the Transportation Standing Committee (TSC) on February 2018. Regional Council subsequently approved the preferred option in February 2018 and directed staff to proceed with the detailed design of dedicated bus lanes in both directions on the Bayers Road corridor, including reconfiguration of the Halifax Shopping Centre intersection. The preferred options were based on the functional planning and engagement completed by project consultant WSP Canada Inc. and HRM staff.

To complete the detailed design of the Bayers Road Transit Priority Corridor, a Request for Proposals (RFP) 18-302, was publicly advertised on the Province of Nova Scotia's Procurement website on March 27, 2018; and closed on April 24, 2018. Based on the highest scoring proponent, the project was awarded to WSP Canada Inc. in the amount of \$114,324 (net HST included) in July 2018.

Due to the size and complexity of the project, the final detailed design was divided into two phases for implementation and tendering:

- Phase 1: Romans Avenue to Connaught Avenue
- Phase 2: Connaught Avenue to Windsor Street

Design of Phase 1 (Romans Avenue to Connaught Avenue) was completed in March 2019 and construction Tender 20-217 was awarded to Dexter Construction Company Limited in summer 2020. Construction was completed in August 2021.

The design and land acquisition of Phase 2 (Connaught Avenue to Windsor Street) are ongoing. Additional budget is required to support the land acquisition process and changes to the design stemming from the land requirements.

Previously approved change orders for RFP 18-302 include:

	<u>Amount ⁽¹⁾</u>	<u>Description</u>	<u>Percent increase</u>	<u>Cumulative % increase</u>	<u>Cumulative Cost increase</u>
Original Award	\$114,324	Tender-ready design, specifications, drawings for Phase 1 and Phase 2	0	0	\$0
C.O. #1	\$886	Traffic Counts At HSC	0.8	0.8	\$886
C.O. #2	\$15,090	Additional Topographic Survey	13.2	14	\$15,976
C.O. #3	\$0 ⁽²⁾	Remove Public Engagement	0.0	14	\$15,976
C.O. #4	\$119,878	Additional Design Services	104.9	118.9	\$135,854
C.O. #5	\$0 ⁽²⁾	Scope modification	0.0	118.9	\$135,854
C.O. #6	\$0 ⁽²⁾	Scope modification	0.0	118.9	\$135,854
C.O. #7	\$114,504	Construction Administration (2020)	100.2	219.1	\$250,358
C.O. #8	\$20,127	Construction Administration (2021)	17.6	236.7	\$270,485
C.O. #9	\$52,043	Phase 2 Interim Transit Design and Construction Administration	45.5	282.2	\$322,528
C.O. #10	\$27,431	Additional Design and Real Estate Support	24.0	306.2	\$349,959
C.O. #11	\$94,431	Tender Preparation and Support	82.6	388.8	\$444,390
Project Total	\$558,714				

Notes:

- (1) Net HST Included.
- (2) Scope modification.

Previous Regional Council approvals include C.O.#4 (Item 15.1.1 – December 10, 2019); C.O.#7 (Item 9.1.4 – June 23, 2020; & C.O. #'s 8&9 (Item 11.1.7 – August 17, 2021). C.O. #10 (Item 15.1.1 – November 8, 2022).

DISCUSSION

Design of the second phase of the project was largely focused on continuing property acquisition efforts and design modifications to facilitate utility relocation and integration. Additional costs and scope items have been added to the project, including integration of the Halifax Water watermain replacement and design changes to the Windsor, Young and Bayers Road intersection to accommodate proposed AT facilities on Windsor and Young Streets.

Phase 2 (Connaught Avenue to Windsor Street) construction was planned to be tendered in fall/winter 2022 with construction in 2023. However, due to the current status of the land acquisition schedule, it is expected that the Phase 2 construction will be tendered and constructed in 2025.

Staff expect that land acquisition will be complete by fall 2024.

WSP requires a change order, (See Attachment 1), in the amount of \$94,431 (net HST included) to continue supporting the project in the form of finalizing the design, preparing incorporation of an updated intersection design at Windsor Street and Bayers Road, supporting constructability and phasing review, supporting land acquisition and preparing and supporting tender document and the tender process.

FINANCIAL IMPLICATIONS

Budget Summary: Project No. CT200002 – Major Strategic Multi-Modal Corridor

Cumulative Unspent Budget	\$ 586,087
Less: Increase to Change Order 11	<u>\$ 94,431</u>
Balance	\$ 491,656

Contract Change Order no. 11 for \$94, 431 (net HST included) represents an 84.6% increase to the PO for a cumulative increase of 388.8%.

RISK CONSIDERATION

There are risks associated with the recommendation in this Report. Consideration was given to financial, service delivery, and reputational risks.

- The constructability review and utility coordination during the project detailed design identified several challenges with project phasing and work sequencing. The proposed street widening will require relocation of a number of overhead and underground utilities. The relocations will be coordinated with the proposed roadway work. This could result in increased costs and time delays, which we plan on mitigating through effective project management, continuous inspection, professional contract administration, and budget contingencies.
- Unforeseen conditions may lead to more change orders for phase 2 design, but based on experience with this project, a forecast of expected changes has been estimated and considered in the budget forecast request in this report.
- Phase 2 (Connaught Avenue to Windsor Street) construction was planned to be tendered in fall/winter 2022 with construction in 2023. However, due to the status of the land acquisition schedule, it is expected that the Phase 2 (Connaught Avenue to Windsor Street) construction will be tendered in fall/winter 2024, and construction will take place in 2025. Construction will be carried out over 2 seasons to allow sufficient time for utility relocation.
- Land acquisition risks remain.

ENVIRONMENTAL IMPLICATIONS

Completion of this project will result in better accommodation of people who walk, bike and take transit in this inner-suburban community where there is a high concentration/ cluster of services/ jobs/retail and housing, but where it is currently uncomfortable to use these modes of transport.

SOCIAL VALUE

Social value was not evaluated as this is an extension to an existing contract.

ALTERNATIVES

The CAO may choose not to approve the recommendations and not to proceed with the project. Alternatively, the project may be reposted for open bidding.

LEGISLATIVE AUTHORITY

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

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 2022-012-ADM, The Procurement Policy

Section 32(7) of the Procurement Policy provides that the Chief Administrative Officer may approve cumulative contract amendments to (a) \$20,000 or (b) a 20% increase to the originally approved contract amount, whichever is greater. As well, 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: Change Order 11 by WSP

Report Prepared by: Ahmed Allahham, Project Manager, Design & Construction, 782.641.2936



P.O. Box 1749
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CAO Contract Amendment Report

APPROVED BY: Original Signed

Cathie O'Toole, Chief Administrative Officer

APPROVAL DATE: August 19, 2024

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

ORIGIN

This report originates from a need to increase the contract 18-186 Phase 2 - Design Consulting Services Wrights Cove Transit Terminal.

RECOMMENDATION

It is recommended that the Chief Administrative Officer approve an increase to the contract Phase 2 of RFP 18-186, Design Consulting Services Wrights Cove Transit Terminal to Arcadis Professional Services (P.O. 2070924188) for escalation in costs from 2018 for consulting services in the amount of \$126,373 (net HST included), with funding from Capital Account No. CR000007 – 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 focal point design with strategically located terminals throughout the service area to maximize transfer opportunities for passengers. Growth of the network has increased the number of busses and passengers utilizing 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 is operationally required to pursue the full implementation of route changes outlined in the Moving Forward Together Plan.

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 and 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. The increase in cost is rationalized by recent inflationary pressures and 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.

Construction has begun for a planned designated homeless encampment adjacent to this site. However, it does not affect the overall scope of services for this contract amendment.

DISCUSSION

Staff has recommended an increase to Arcadis Professional Services for changes to the contracted scope of work in the amount of \$126,373 (net HST included). This recommendation includes a \$10,000 (4.66% increase) contingency allowance for design changes. The release of these contingency funds will be by approval of the PM, only if necessary. The original award value for Phase 2 was included in the submission for RFP 18-186, since then there has been an escalation in costs and the Phase 1 work identified additional scope of work.

A summary of the changes are as follows:

PO Award (net HST included)	\$214,673
Request for increase (net HST included)	<u>\$126,373</u>
New Contract Value (net HST included)	\$341,046

The total amount of changes (approved and pending) is \$126,373 (net HST included), which represents a cumulative increase of 58.87% 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

Budget Summary:	<u>Project No. CR000007 – Wrights Cove Terminal</u>	
	Cumulative Unspent Budget	\$362,986
	Less: Contract Amendment #1	<u>\$126,373</u>
	Balance	\$236,613

** The estimate for Phase 2 of the RFP was \$200,000 in 2018. The total estimate to provide design consulting services for the project (Phase 1 + Phase 2) was \$300,000.

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

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

ENVIRONMENTAL IMPLICATIONS

There are no Environmental Implications as part of this report.

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

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.

ATTACHMENTS

None.

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

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



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

APPROVED BY: Original Signed

Brad Anguish, Acting Chief Administrative Officer

APPROVAL DATE: August 23, 2024

SUBJECT: CAO Contract Amendment Report – Alternative Procurement 2023-2042– HTTP Project Team Augmentation

ORIGIN

This report originates from a need to increase contract PO#2070903684.

RECOMMENDATION

It is recommended that the Chief Administrative Officer approve an increase of \$166,418 (net HST Included) for Contractor Services from Barrington Consulting Group, funding is available from Project Account No. CM210013 – Fixed Route Planning and Scheduling, as outlined in the Financial Implications section of this report.

BACKGROUND

In December of 2012, Halifax Transit, in partnership with the Finance, Information, Communications and Technology (FICT) business unit, completed the Halifax Transit Technology Program (HTTP) Roadmap identifying all technology-enabled business initiatives required to support Halifax Transit's key business drivers. The HTTP Roadmap recommended the sequence of projects over a multi-year period and estimated cost to develop and implement best practice business processes through sector-leading technology solutions.

The Halifax Transit Technology Program Office was established in February 2014, and the HTTP Roadmap was organized into 9 streams of activity resulting in multiple projects. The Program Team has completed the Automatic Vehicle Locator (AVL+) as well as the Driving Simulator Projects. The following project, Fixed Route Planning, Scheduling and Operations (Phase1) is in progress and requires project team members to complete the implementation work.

The Fixed Route Planning, Scheduling and Operations project will replace the current system with a new solution to create fixed route bus service vehicle and crew schedules, and to make changes to the daily vehicle and crew schedules to accommodate service requirements. The new solution will also implement new functionality, including ferry scheduling, employee self-serve and employee performance management.

This work was initially planned to be completed in three phases. This Alternative Procurement is to secure the current project team to complete Phase 1 work only involving the replacement of the current scheduling

system. Due to the changes in scope that occurred during Phase 1, an evaluation to determine if Phases 2 and 3 are still required and their scope will be conducted following the successful completion of Phase 1.

In 2013, a Request for Proposal 13-098 was publicly advertised on the Nova Scotia Public Tenders website to secure program resources for 24 months with an option to extend to 60 months. Proposals were received and evaluated, and the contract was awarded to Barrington Consulting as outlined in the approved CAO Award Report from February 2014.

In early 2016, the Municipality exercised the option to extend the contract to a total of 60 months as included in the RFP requirements.

The duration of the original contract was 60 months based on the initial timeline estimates made by Halifax Transit staff prior to the initiation of the Halifax Transit Technology Program. After completing two major projects and starting work on three major projects, it had become clear to Halifax Transit staff that the time requirements for the implementation of the entire Halifax Transit Technology Roadmap were drastically underestimated. Contract negotiation delays, quality issues encountered with vendors, and overall complexity of the solutions to be delivered have resulted in a longer timeline than originally anticipated.

In late 2019, an exceptional circumstances report was prepared that recommended extending the contract with Barrington Consulting for a further 12 months. That report was approved and, due to a gradual reduction in the number of resources utilized and a shift of focus to utilize the remaining resources solely on the Fixed Route Planning, Scheduling, and Operations project (P3), the external resources were secured until April 2021.

In early 2021, an alternative procurement was prepared that recommended extending the contract with Barrington Consulting for a further 18 months. That report was approved and continued the reduction in number of resources to focus solely on the Fixed Route Planning, Scheduling, & Operations project.

In the fall of 2022, an alternative procurement was prepared that recommended a new contract with Barrington Consulting for a further 9 months. That report was approved and continued the reduction in number of resources allowing for increased participation from Halifax Transit staff. It was expected that this extension would have seen the resources to the end of the project; however, unexpected difficulties during the final preparation before go-live required a delay of the go-live date. After the completion of the first schedule utilizing the new solution, we received significant and valid concerns from our employees and ATU. As a result, the decision was made to continue the use of the previous February 2024 Operator work schedule and to delay the transition to the new solution until August.

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 is to secure the current project team for an additional 8 months (on a part-time basis) to complete the Fixed Route Planning Phase 1 project work and implementation. These project resources are required due to the volume of work, the level of knowledge and expertise they have gained and the impact of changing resources on the project timeline in advance of implementation. An estimated project completion date of December 2024 is expected. The previous go-live date was planned to be May 2024; however, the new go-live date is August 2024 due to receiving significant and valid concerns from our employees and ATU. The extension to December would ensure time for all required post go-live activities. This will be the final extension for these resources.

Consideration was given to attempting to complete the project with only Halifax Transit staff; however, the time requirements are too great. Because this project impacts all aspects of Halifax Transit operations, all

Technical Services staff are already heavily involved in the delivery of this project and, as such, could not handle any additional responsibilities.

FINANCIAL IMPLICATIONS

Based on combined total cost of \$166,418 (net HST Included) for Contractor Services, funding is available from Project Account No. CM210013 – Fixed Route Planning and Scheduling. The budget availability has been confirmed by Finance.

Project Team Details (Barrington)	
Senior Project Manager	\$ 19,710
Solution Architect	\$ 94,900
Senior BA	<u>\$ 51,808</u>
Alternative Procurement Total	\$166,418

Budget Summary:	<u>Project Account No. CM210013 – Fixed Route Planning</u>
	Cumulative Uncommitted Budget \$733,253
	Less Resources \$166,418
	Balance \$566,835

The total amount of changes (approved and pending) is \$166,418 (net HST included), which represents a **cumulative increase of 23.0%** to the original contract value of \$723,797 (net HST included).

The balance of funds will be used for the Trapeze Amendment 5 Contract Extension and for temporary resources/external consultants as set out in the multi-year capital budget, pending Regional Council approval in future budget years.

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

The contractor is a local business, and all positions will continue to be filled by Halifax-based employees.

ALTERNATIVES

The CAO could direct staff to complete the project using internal resources. This is not recommended as both Halifax Transit Technical Services and IT have limited capacity to complete the 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:

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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.