



Committee of the Whole Excerpts  
June 11, 2024

### **OPERATIONS BUILDING EXCERPT**

The existing Operations building was aging and in need of extensive repairs and upgrades needed urgently for daily use and increase the building's efficiency, both environmentally and overall use. Currently, the heating system has been a temporary source since the boiler went down last year and there are temporary toilets (port a potties) required on site to accommodate staffing needs. The ideal building would accommodate both Public Works and Community Development operations to allow for better storage, ease of maintenance and repairs to equipment, and a better work environment for all staff.

The recommended motion was that Committee of the Whole recommend that ...

**COUNCIL APPROVE THE AWARD OF RFP WHRMPW24-01 FOR DESIGN SERVICES FOR THE OPERATIONS BUILDING CONTRACT TO TA SCOTT ARCHITECTURE FOR THE PRICE OF \$214,040.00 PLUS APPLICABLE TAXES.**



## WEST HANTS REGIONAL MUNICIPALITY REPORT

|                                      |                                                    |                                           |                                              |
|--------------------------------------|----------------------------------------------------|-------------------------------------------|----------------------------------------------|
| Information <input type="checkbox"/> | Recommendation <input checked="" type="checkbox"/> | Decision Request <input type="checkbox"/> | Councillor Activity <input type="checkbox"/> |
|--------------------------------------|----------------------------------------------------|-------------------------------------------|----------------------------------------------|

**To:** Committee of the Whole

**Submitted by:** \_\_\_\_\_  
Todd Richard, Director, Public Works

**Date:** June 11, 2024

**Subject:** Award – Design Services for Operations Building

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### LEGISLATIVE AUTHORITY

Nova Scotia Municipal Government Act, Section 23 authorizes Council to make policies for municipal purposes.

### RECOMMENDATION or DECISION REQUEST

Committee of the Whole to recommends to Council that:

**Council approve the award of RFP WHRMPW24-01 for design services for the operations building contract to TA Scott Architecture for the price of \$214,040.00 plus applicable taxes.**

### BACKGROUND

|                                              |                                                       |                                      |                                            |                                              |                                                 |
|----------------------------------------------|-------------------------------------------------------|--------------------------------------|--------------------------------------------|----------------------------------------------|-------------------------------------------------|
| Property <input checked="" type="checkbox"/> | Public<br>Opinion <input checked="" type="checkbox"/> | Environment <input type="checkbox"/> | Social <input checked="" type="checkbox"/> | Economic <input checked="" type="checkbox"/> | Councillor<br>Activity <input type="checkbox"/> |
|----------------------------------------------|-------------------------------------------------------|--------------------------------------|--------------------------------------------|----------------------------------------------|-------------------------------------------------|

The existing Operations building is an aging facility in need of extensive repairs and upgrades. Some of those repairs are needed urgently for actual daily use and others would help with building efficiency both environmentally and overall use.

Currently, the heating system is a temporary source since the boiler went down last year. There are temporary toilets (port a potties) required on site to help accommodate the amount of staff.

The ideal facility for West Hants Regional Municipality would be able to accommodate both Public Works and Community Development operations. It was identified that renovations would be required for this facility to accommodate both departments. This will allow for better storage, ease of maintenance and repairs to equipment, and a better work environment for all staff.

## **DISCUSSION**

On February 13, 2024, a public request for proposals was released for Engineering services for the Operations Building Renovation Design. The Municipality requested proposals from qualified proponents to provide architectural, engineering and construction contract administration services for the design and construction of renovations to the existing facility. The objective of the RFP was to retain a consultant to design the addition and renovations to the Existing Operations Facility, prepare tender documents, and provide procurement and contract administration services.

The competition closed on March 21, 2024, and there were eight proposals submitted. All proposals were very detailed, and the overall quality was excellent. This was a two-part proposal submission including a technical component to be evaluated first, followed by the price component that would be scored based on relative pricing, with the lowest price receiving the highest number of points and using a linear scale to determine the points for all others.

It was very clear after evaluating the technical proposals that this project was not going to be an easy renovation. A renovation to the existing building could pose many risks that could translate to additional costs for the municipality. Some of the risks identified included:

- Possible existing soil contamination
- Increase in snow load requirements and how that would affect existing structure
- Improper site drainage
- Lack of building thermal efficiency and the extent of retrofit required

Proposals were reviewed by a team of six evaluators from Public Works and Community Development. After the first two rounds, the top two proponents were extremely close in both technical points and pricing. It was determined it would be necessary to interview the top two proponents to develop a better understanding of how each firm planned to move the project forward, their understanding of the risks associated with the project and how they would design to keep within the budget requirements.

The interview evaluation team consisted of three staff members, two from Public Works and one from Community Development. There were a series of questions asked to each of the final two teams. The evaluators scored the answers with an overall judgement for various categories.

Each member of the Evaluation team placed TA Scott Architecture as number one after the interview process. This firm has extensive relatable experience, a very knowledgeable team, a history working on similar projects, an excellent reputation in the industry, the ability to handle the work, the ingenuity to think outside the box, and the personable skills required to work with establish the actual needs of the municipality. TA Scott Architecture plans to fully explore the renovation option and the financial implications as their first step in the development of this facility.

## NEXT STEPS

Upon approval by Council, staff would award this proposal to TA Scott Architecture. Option analysis, renovation vs new building, would start immediately and reports will be presented within a couple of months for further review and consideration. Once an option has been established, design will take approximately five months and the project should be ready for construction tender by January 2025.

## FINANCIAL IMPLICATIONS

Tendering Timeline:

|                       |                   |
|-----------------------|-------------------|
| Posted to Procurement | February 13, 2024 |
| Closing Date          | March 21, 2024    |
| Price Expiry Date     | May 20, 2024      |
| Days Remaining        | 0 Days*           |

\* Firms have received communication from the project team and were aware that the awarding of this tender would potentially occur after the 60-day price mark.

2024-25 Capital Budget – Outside Operations Facility - Design

|                                            |                     |
|--------------------------------------------|---------------------|
| Tender Pricing                             | \$214,040.00        |
| Non-Recoverable Tax <small>(4.29%)</small> | <u>\$9,182.32</u>   |
| <b>Tender Total</b>                        | <b>\$223,222.32</b> |
|                                            |                     |
| 2024-25 Budget Value                       | \$234,653.00        |
| Variance <b>(over budget)</b>              | \$11,430.68         |

Within the 2024-25 Capital Budget, the design of the Outside Operations Facility for Community Development and Public Works is scheduled to be funded through the operating reserve. Should Council approve awarding this contract to TA Scott Architecture, it would result in \$11,430 less of a draw on the operating reserve for 2024-25.

**ALTERNATIVES**

n/a

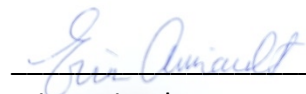
**ATTACHMENTS**

(List any attachment to the report, if anything.)

**CHIEF ADMINISTRATIVE OFFICER REVIEW**

(For use if report is from a Councillor. CAO to provide additional comments on background, department/staff responsible and workload, budget, options, preferred strategy. State “Not Applicable” if report is from staff which already incorporates CAO review.)

Report Prepared by: \_\_\_\_\_



Erin Amirault P.Eng., Project Engineer

Report Reviewed by: \_\_\_\_\_

Todd Richard, Director of Public Works

Report Approved by: \_\_\_\_\_

(Name and Title)

