


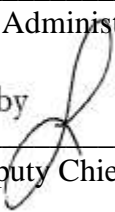
**Item No. 11.1.5**  
**Halifax Regional Council**  
**April 15, 2014**

**TO:** Mayor Savage and Members of Halifax Regional Council

Original signed by 

**SUBMITTED BY:**

Richard Butts, Chief Administrative Officer

Original Signed by 

Mike Labrecque, Deputy Chief Administrative Officer

**DATE:** March 26, 2014

**SUBJECT:** Award RFP-P13-325 – Halifax Central Library Café Services

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### **ORIGIN**

This report originates with a request from the Halifax Regional Library to complete a Request for Proposals for Café Services at the new Halifax Central Library, location on Spring Garden Road, anticipated to be open to the public in the fall of 2014.

### **LEGISLATIVE AUTHORITY**

Halifax Regional Municipal Charter Section 61, Power of the Municipality Regarding Property, subsections (5) The Municipality may (c) lease property owned by the Municipality at market value.

### **RECOMMENDATION**

It is recommended that Halifax Regional Council:

1. Award RFP No. 13-325 – Halifax Central Library Café Services, to the highest scoring proponent, Pavia – Espresso Bar, Café and Gallery; and
2. Authorize the Mayor and Municipal Clerk to enter into a lease agreement for the café services at the new Halifax Central Library, between the Halifax Regional Municipality (Landlord) and Pavia – Espresso Bar, Café and Gallery (Tenant), as per the terms and conditions outlined in Table 1 of the Private and Confidential Information report dated March 26, 2014.

## **BACKGROUND**

The new Halifax Central Library, currently being constructed on the corner of Spring Garden Road and Queen Street in Halifax, will have a commercial retail component on both the first and fifth floors for the provision of Café services.

## **DISCUSSION**

The new Halifax Central Library provides for a commercial location for retail food service, and a successful vendor at this location is of strategic importance in terms of offering Library patrons, downtown visitors, and employees a service amenity at this location.

Request for Proposal P13-325 was publicly advertised on the Nova Scotia Public Tenders website on December 2, 2013, and closed on January 07, 2014. Three (3) responses were received as follows:

- Second Cup
- Pavia – Espresso Bar, Café, Gallery
- Uncommon Grounds

Per the terms and conditions of the RFP, proposals were evaluated in two (2) stages consisting of a Business Proposal evaluation and a Financial Offer/Lease Terms evaluation. Only proponents who achieved a score of 75 percent or more during the Business Proposal evaluation were considered as qualified to have their Financial Offer/Lease Terms Proposal opened and evaluated.

Proposals were evaluated by staff from Planning & Infrastructure, Halifax Regional Library, Finance and facilitated by Procurement, as per the criteria set out below. This criterion is consistent with the objectives derived from the findings of the community engagement for the Halifax Central Library.

<b>Part (Envelope) A*</b>	<b>Max. Score</b>
Understanding of Requirements and Objectives	25%
Corporate Profile, Experience and Capabilities	40%
Provision of Services	30%
References	5%

*\*Proponents must have achieved a minimum of 75% for the Proposal Envelope A to be considered for the Envelope B (Pricing/Conditions)*

The proposals were evaluated, first, based on “Envelope A” in Stage 1 of the evaluation process and each of the three (3) proponents successfully achieved the requirement of 75/100 points during the business proposal evaluation and advanced to Stage 2.

Subsequent to achieving the minimum requirement for “Proposal Envelope A”, each qualified proponent was evaluated solely on their “Proposal Envelope B”, Lease Terms and Conditions/Financial Offer proposal. Finance Staff assisted with this stage of the evaluation.

<b>Part (Envelope) B</b>	<b>Max. Score (100)</b>
Pavia – Espresso Bar, Café, Gallery ( <i>recommended</i> )	88
Second Cup	85
Uncommon Grounds	82

Pavia – Espresso Bar, Café and Gallery achieved the highest score. The following are the key terms and conditions being recommended for Council’s approval:

*Table 1*

<b>Property Address</b>	5440 Spring Garden Road, Halifax
<b>Tenant</b>	Pavia – Espresso Bar, Café, Gallery
<b>Landlord</b>	Halifax Regional Municipality
<b>Area</b>	1,754 sq. ft.
<b>Base Rent*</b>	<i>See Private and Confidential Information Report Dated March 26, 2014</i>
<b>Additional Rent</b>	
<b>Total Rent</b>	
<b>Term</b>	Ten (10) years
<b>Renewal Option</b>	Seven (7) year renewal option at market rent
<b>Anticipated Commencement Date</b>	November 1, 2014

## **FINANCIAL IMPLICATIONS**

See Private and Confidential Information Report Dated March 26, 2014.

## **COMMUNITY ENGAGEMENT**

Five (5) public consultations took place in 2010 where Halifax Public Libraries Staff engaged the residents to identify the needs for the new Central Library. As a result, it was identified that residents wanted an auditorium, a music studio, a roof top patio, and a café. The purpose of the Request for Proposal (RFP P13-325 – Halifax Central Library Café Services) was to locate a

tenant who would be able to fulfill the residents' request of a commercial café within the new Central Library.

### **ENVIRONMENTAL IMPLICATIONS**

There are no environmental implications associated with this report.

### **ALTERNATIVES**

Council could choose not to approve the lease recommendation. This is not the recommended action. Staff has followed a public process in choosing a café service which has been part of the new Library construction project since its design. It is a requirement deemed axillary to the new Library by the Halifax Regional Library Board.

### **ATTACHMENTS**

Attachment "A" – Ground Floor lease area

Attachment "B" – Fifth Floor lease area

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If the report is released to the public, a copy can be obtained by contacting the Office of the Municipal Clerk at 490-4210, or Fax 490-4208.

Report Prepared by: Nathan Hines, Senior Real Estate Officer, Planning & Infrastructure 490-5477

Report Approved by:

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Peter Stickings, Manager, Real Estate and Land Management, Planning & Infrastructure 490-7129

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Bruce Gorman, Director, Central Library & Regional Services 490-5851

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Anne Feist, Manager Procurement, Finance and ICT 490-4200

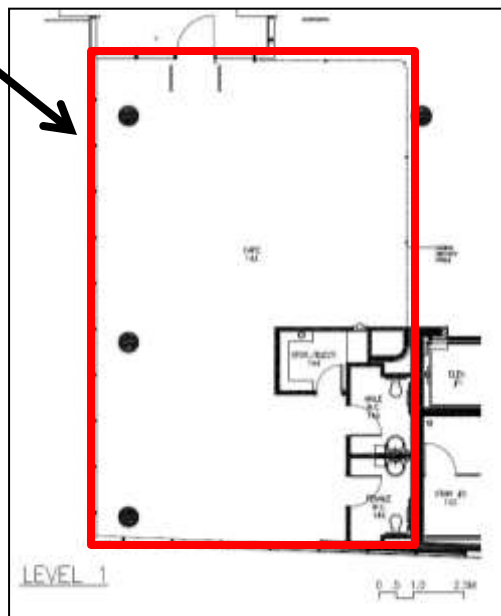
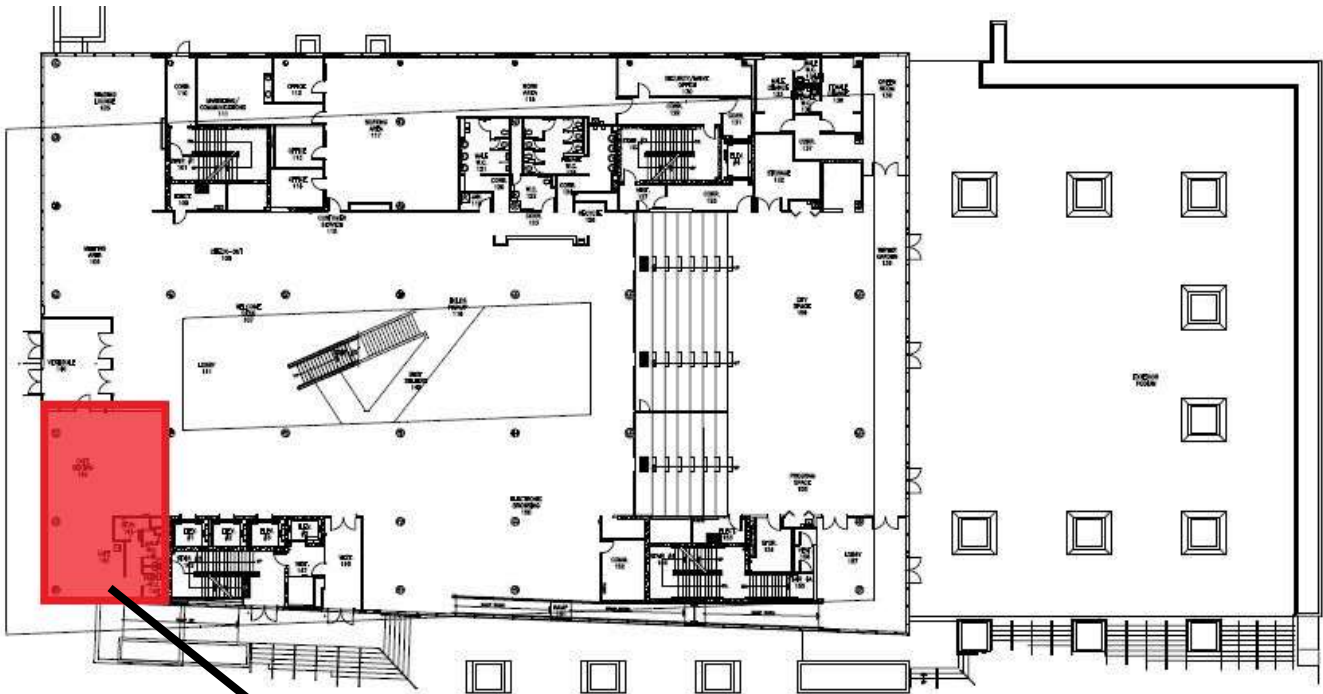
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Jane Fraser, Director, Planning & Infrastructure, 490-7166

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**ATTACHMENT "A"**

**HALIFAX CENTRAL LIBRARY CAFÉ SERVICES**

**GROUND FLOOR LEASE AREA**



**ATTACHMENT "B"**

**HALIFAX CENTRAL LIBRARY CAFÉ SERVICES**

**FIFTH FLOOR LEASE AREA**

